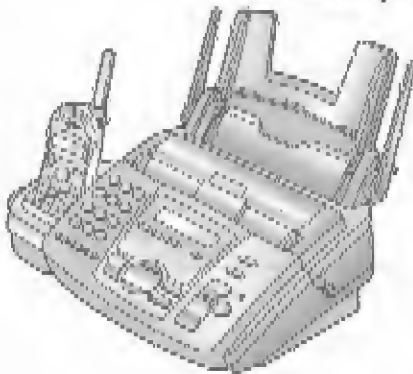


# Panasonic

Compact Plain Paper Fax with 2.4GHz Cordless  
and Answering System

## Operating Instructions

Model No. **KX-FPG175**



### FOR FAX ADVANTAGE ASSISTANCE:

- CALL  
1-800-HELP-FAX (1-800-435-7329)
- E-MAIL TO  
[consumerproducts@panasonic.com](mailto:consumerproducts@panasonic.com)  
for customers in the U.S.A. or Puerto Rico
- REFER TO  
[www.panasonic.com](http://www.panasonic.com)  
for customers in the U.S.A. or Puerto Rico

Please read these Operating Instructions before using the unit and save for future reference.

This model is designed to be used only in the U.S.A.

Thank you for purchasing a Panasonic facsimile.

## Things you should keep a record of

Attach your sales receipt here

### For your future reference

Date of purchase

Serial number

(found on the rear of the unit)

Dealer's name and address

Dealer's telephone number

### Caution:

- The Telephone Protection Act of 1991 requires the following information to be clearly stated either at the top or bottom margin of the first message page when transmitting messages via telephone facsimile
  - date and time of transmission,
  - identification of the business, entity or person(s) sending the facsimile, and
  - telephone number of the business, entity or person(s)
- To program this information into your unit, complete all the instructions on pages 15 to 18
- Note that the images of copied or received documents will remain on the used ink film. Use discretion when disposing of the used ink film
- Do not rub or use an eraser on the printed side of recording paper, as the print may smear

### Energy Star

As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR is a U.S. registered mark.



### Trademarks

Hammermill® is a registered trademark of INTERNATIONAL PAPER in the United States and/or other countries.

All other trademarks identified herein are the property of their respective owners.

### Copyright:

This manual is copyrighted by Kyushu Matsushita Electric Co., Ltd. (KME) and its licensee. Under the copyright laws, this manual may not be reproduced in any form, in whole or part, without the prior written consent of KME and its licensee.

© Kyushu Matsushita Electric Co., Ltd. 2001

# For best performance

## Battery charge

Lay the handset in the cradle of the base unit for about **6 hours** before initial use

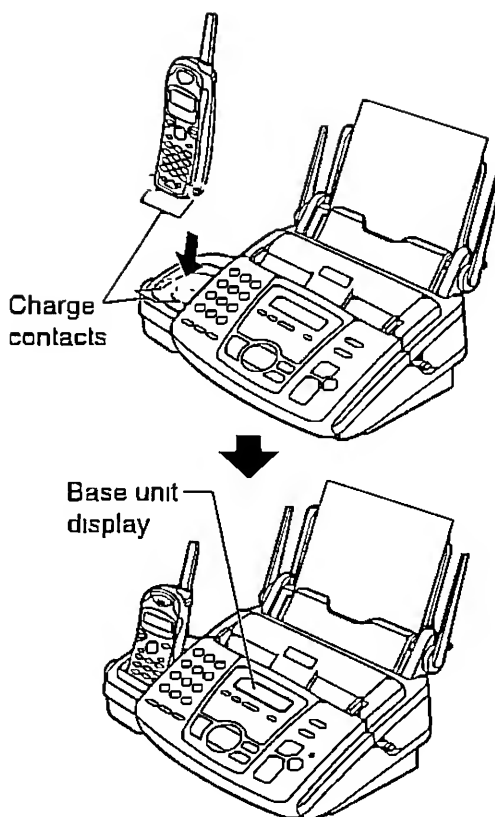
- A beep will sound, and the following will be displayed for an instant on the base unit

Base unit display

CHARGING

↓  
The display will show  
the date and time

- For further details, see page 20



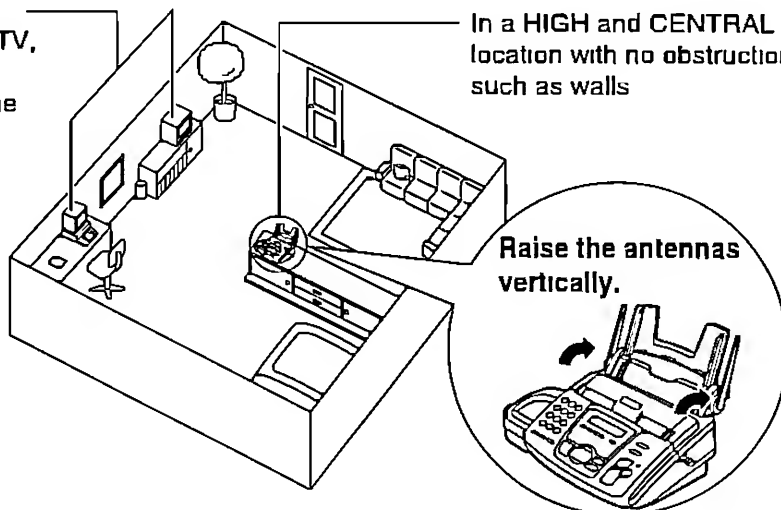
## Operating distance and noise

Calls are transmitted between the base unit and the handset using wireless radio waves

**For maximum distance and noise-free operation**, the recommended base unit location is

Away from electrical appliances such as a TV, personal computer or another cordless phone

In a **HIGH** and **CENTRAL** location with no obstructions such as walls



### Note:

- If you are using the handset near a microwave oven which is being used, noise may be heard from the receiver. Move away from the microwave oven and closer to the base unit
- If more than one cordless phone is being used and your handset is near another cordless phone's base unit, noise may be heard. Move away from the other cordless phone's base unit and closer to your base unit

# Safety instructions

## Important safety instructions

When using this unit, basic safety precautions should always be followed to reduce the risk of fire, electric shock, or personal injury

- 1 Read and understand all instructions
- 2 Follow all warnings and instructions marked on this unit
- 3 Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 4 Do not use this unit near water, for example near a bath tub, wash bowl, kitchen sink, or the like.
- 5 Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
- 6 Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
- 7 Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
- 8 For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with plug.
- 9 Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
- 10 Do not overload wall outlets and extension cords. This can result in the risk of fire or electric shock.
- 11 Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
- 12 To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorized service center when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
- 13 Unplug this unit from the wall outlet and refer servicing to an authorized service center when the following conditions occur:
  - A When the power supply cord or plug is damaged or frayed
  - B If liquid has been spilled into the unit
  - C If the unit has been exposed to rain or water
  - D If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorized service center.
  - E If the unit has been dropped or physically damaged
  - F If the unit exhibits a distinct change in performance
- 14 During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
- 15 Do not use this unit to report a gas leak, when in the vicinity of the leak.

## SAVE THESE INSTRUCTIONS

### INSTALLATION:

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.

### WARNING:

- To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.

### OTHER INFORMATION:

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug with wet hands.

## CAUTION:

### Battery

To reduce the risk of fire or injury to persons, read and follow these instructions

- Use only the battery(ies) specified
- Do not dispose of the battery(ies) in a fire. They may explode. Check with local waste management codes for special disposal instructions
- Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause burns or injury to the eyes or skin. The electrolyte may be toxic if swallowed
- Exercise care in handling batteries in order not to short the battery to conductive materials such as rings, bracelets, and keys. The battery and/or conductor may overheat and cause burns
- Charge the battery(ies) provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual

### Splash-resistant (Handset only)

The handset is designed to be splash resistant and you can use the handset with wet hands, but please note the following

- Do not immerse in water or leave under running water
- Keep the handset away from salt water
- Avoid exposure to prolonged high humidity
- Since water in headset jack may cause damage, close the headset jack cover when the optional headset is not in use. When the optional headset is connected, do not use the handset with wet hands
- If the handset is wet, wipe with a soft dry cloth
- The base unit is not designed to be splash resistant. Do not place the wet handset on the base unit

### Shock-resistant (Handset only)

Although the handset is designed to be shock resistant, do not throw or step on the handset

## NOTICE:

- Operating near 2.4GHz electrical appliances may cause interference. Move away from the electrical appliances and/or press the CH (Channel) button
- Consult the manufacturer of any personal medical devices, such as pacemakers, to determine if they are adequately shielded from external RF (radio frequency) energy. (The unit operates in the frequency range of 2401MHz to 2472MHz, and the power output level can range from 0.001 watts to 0.20 watts.) Do not use the unit in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF (radio frequency) energy

# Table of Contents

## Initial Preparation

<b>Accessories</b>	Included accessories	8
	Accessory information	8
<b>Help Button</b>	Help function	9
<b>Finding the Controls (Base Unit)</b>	Overview	9
	Location	10
<b>Setup (Base Unit)</b>	Ink film – installing / replacing	11
	Paper tray	13
	Recording paper	13
	Connections	14
	Date and time, your logo and facsimile telephone number	15
<b>Setup (Handset)</b>	Location	19
	Belt clip and headset	19
	Battery charge	20
<b>Volume</b>	Adjusting handset volume	21
	Adjusting base unit volume	21

## Telephone

<b>Making and Answering Calls</b>	Phone calls - making	22
	Phone calls - answering	23
	Intercom	24
	Transferring a call	25
<b>Navigator Directory</b>	Storing names and telephone numbers into the directory	26
	Editing a stored item	28
	Erasing a stored item	29
	Making a phone call using the directory	30
<b>Caller ID</b>	Caller ID service from your phone company	31
	Viewing and calling back using caller information	32
	Erasing caller information	34
	Storing caller information	36
<b>Voice Contact</b>	Talking to the other party after fax transmission or reception	37

## Fax

<b>Sending Faxes</b>	Sending a fax manually	38
	Documents you can send	39
	Sending a fax using the directory	40
	Broadcast transmission	41
<b>Receiving Faxes</b>	Setting the unit to receive faxes	44
	TEL mode (answering all calls manually)	46
	FAX ONLY mode (all calls are received as faxes)	47
	TEL/FAX mode (receiving phone calls with ring signals and faxes without ring signals when you are near the unit)	48
	Extension telephone	50
	Pager call - when the unit receives a fax or voice message	50
<b>Distinctive Ring</b>	Using with a voice mail service	51

## Copy

<b>Copying</b>	Making a copy	52
----------------	---------------	----

## Answering Device

<b>Setup</b>	TAD/FAX mode (receiving phone calls and faxes automatically)	54
<b>Greeting</b>	Recording your own greeting messages	55
	Erasing your own recorded greeting messages	56
<b>Memo Message</b>	Leaving a message for others or yourself	56
<b>Incoming Messages</b>	Listening to recorded messages using the base unit	57
	Listening to recorded messages using the handset	58
<b>Remote Operation</b>	Operating from a remote location	59
<b>Voice Mailbox</b>	How callers can leave you private messages	62
	Recording your own mailbox greeting messages	63
	Listening to recorded messages using the base unit	64
	Listening to recorded messages using the handset	65
	Listening to recorded messages from a remote location	65
<b>Option</b>	Transferring recorded messages to another telephone	66

## Programmable Features

<b>Features</b>	Programming	67
<b>Summary</b>	Basic features	68
	Advanced features	70

## Help




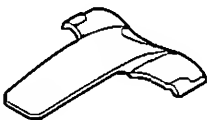
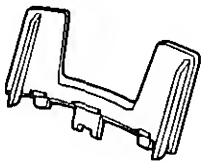
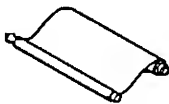


<b>Error Messages</b>	Reports	76
	Display	77
<b>Operations</b>	When a function does not work, check here before requesting help	79
	If a power failure occurs	83
<b>Jams</b>	Recording paper jam	84
	Document jams – sending	85
<b>Battery</b>	Replacing the handset battery	85
<b>Cleaning</b>	Document feeder	86
	Thermal head	87

## General Information

<b>Printed Reports</b>	Reference lists and reports	88
<b>FCC Information</b>	List of FCC requirements and information	89
<b>Limited Warranty</b>	PANASONIC Facsimile Products Limited Warranty	90
<b>Servicenter Directory</b>	Servicenter directory	91
<b>Specifications</b>	Technical data about this product	92
<b>Index</b>	Program index	93
	Index	94

# Accessories

## Included accessories

<b>Power cord</b> 1  Part No PFJA1030Z	<b>Telephone line cord</b> 1  Part No PQJA10075Z	<b>Cordless handset</b> 1  — The rechargeable battery is pre-installed	<b>Belt clip</b> 1  Part No PQKE10127Z1
<b>Paper tray</b> 1  Part No PFKS1060Z1	<b>Ink film (included film roll)</b> 1 	<b>A4 paper guide</b> 1  Part No PFZMFPG175M	<b>Operating instructions</b> 1  Part No PFQX1601Z

- If any items are missing or damaged, check with the place of purchase
- Save the original carton and packing materials for future shipping and transportation of the unit
- The part numbers listed above are subject to change without notice

## Accessory information

The included film roll is 10 meters (32½') long. We recommend that you buy a full-size replacement film – 50 meters (164') for continuous use of your unit. For best results, use genuine Panasonic replacement film Model No. KX-FA53 or KX-FA55.

Model No	Item	Specifications / Usage
KX-FA53	Replacement film	1 roll – 216 mm x 50 m (8½" x 164')
KX-FA55	Replacement film	2 rolls – 216 mm x 50 m (8½" x 164')
KX-FA51	Legal paper tray	To install legal size recording paper
P-P510	Rechargeable battery	Ni-Cd battery for the cordless handset
KX-TCA88	Headset	For a hands-free telephone conversation

- The ink film is not reusable. Do not rewind and use the ink film again.
- To place an order  
**Telephone:** Call 1-800-332-5368  
**Fax:** Send a fax to 1-800-237-9080  
Include — your name, shipping address and telephone number,  
— credit card type, number, expiration date and your signature,  
— order part number and quantity  
**Internet:** Visit our web site <http://www.panasonic.com/store>  
(for customers in the U S A or Puerto Rico ONLY)
- If you have any questions about internet orders, please contact us at  
**E-mail:** [panasonicdirect@panasonic.com](mailto:panasonicdirect@panasonic.com)  
**Telephone:** 1-201-348-7292



# Help Button / Finding the Controls (Base Unit)

## Help function

You can print a quick reference for assistance as follows

**1** Press **HELP**

Display

PRESS NAVI [◀ ▶]  
& SET

**2** Press [◀] or [▶] until the desired item is displayed

1 How to send faxes with the voice guide

SEND GUIDE  
PRESS SET

2 How to set the date, time, your logo and fax number

QUICK SET UP  
PRESS SET

3 How to program the features

FEATURE LIST  
PRESS SET

4. How to store names in the directory and how to dial them

DIRECTORY  
PRESS SET

5. Help with problems operating the answering device

TAD OPERATION  
PRESS SET

6 Help with problems sending/receiving faxes

FAX SND/RCV  
PRESS SET

7. How to use the copier function

COPIER  
PRESS SET

8. Frequently asked questions and answers

Q and A  
PRESS SET

9. Explanation of error messages shown on the display

ERRORS  
PRESS SET

10. List of available reports

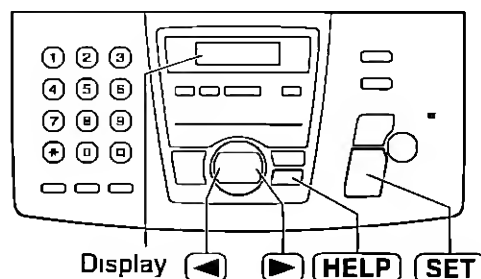
REPORTS  
PRESS SET

11 How to use the Caller ID service

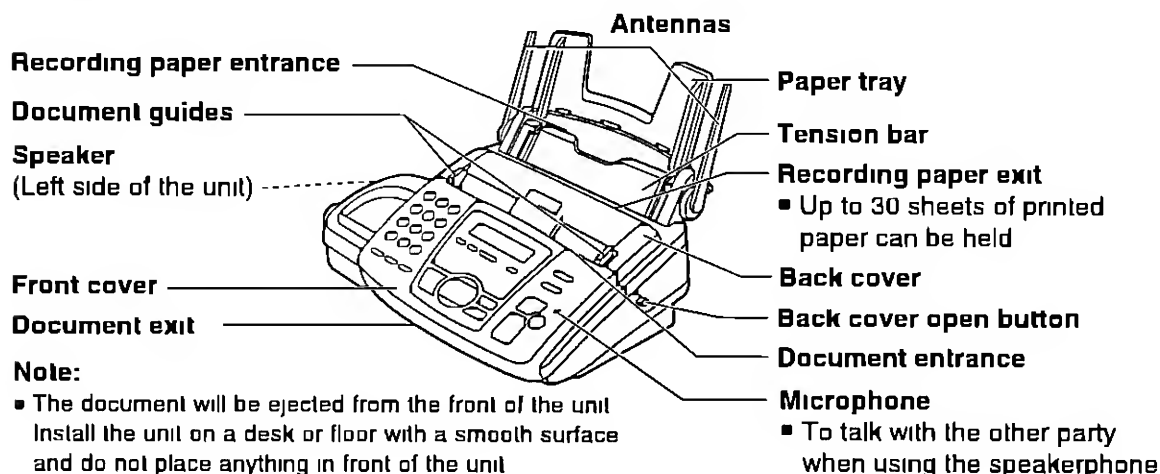
CALLER ID  
PRESS SET

**3** Press **SET**

PRINTING



## Overview

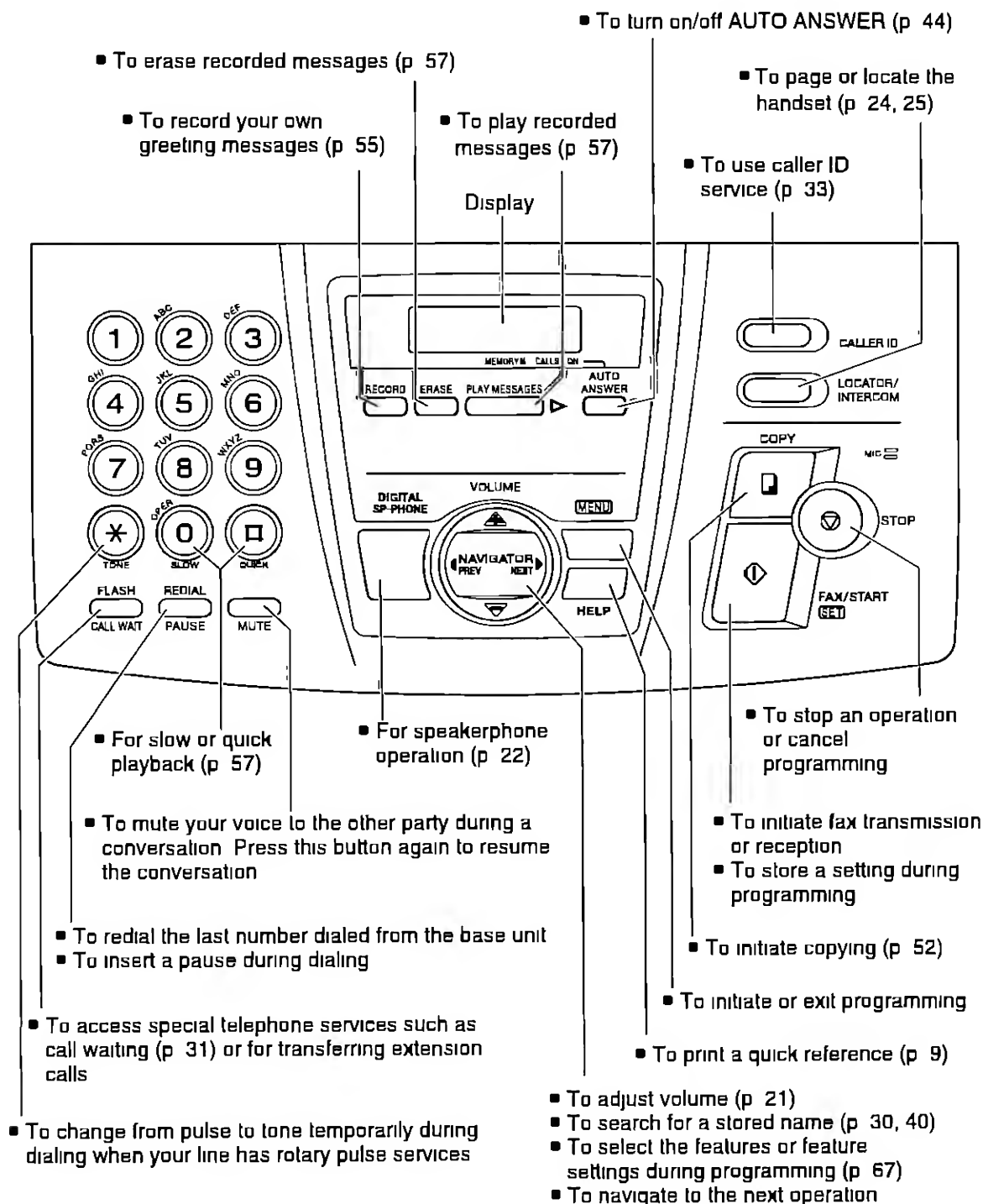


### Note:

- The document will be ejected from the front of the unit. Install the unit on a desk or floor with a smooth surface and do not place anything in front of the unit.

# Finding the Controls (Base Unit)

## Location



## Ink film – installing / replacing

Install the included ink film or replace the used ink film with a new one

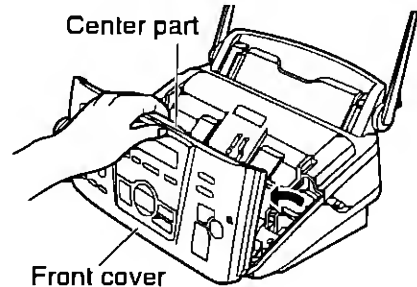
The following ink films are available for replacement

**Model No. KX-FA53** Replacement film (1 roll)

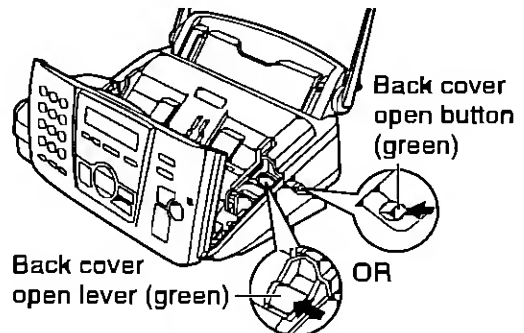
**Model No. KX-FA55:** Replacement film (2 rolls)

Each roll prints about 150 letter-sized pages See page 8 for accessory information

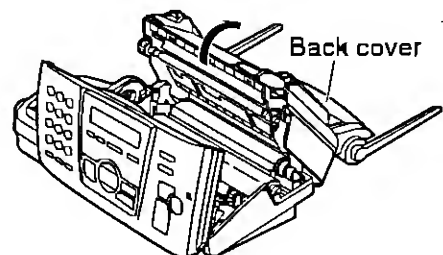
- 1 Open the front cover by pulling up the center part



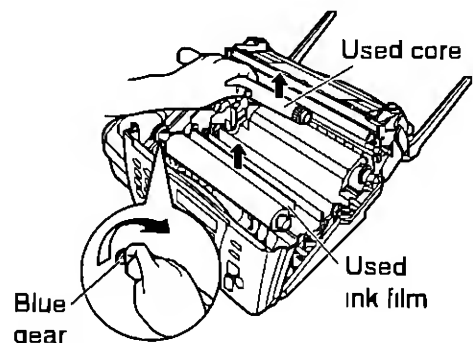
- 2 Push the back cover open button (green) on the right side of the unit  
OR  
Push the back cover open lever (green) inside of the unit



- 3 Open the back cover
  - For first time installation of the supplied ink film, skip to step 6



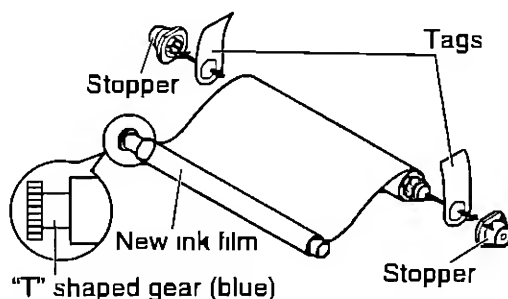
- 4 **For replacement only**  
Pull out the blue gear and remove the used ink film. Remove the used core



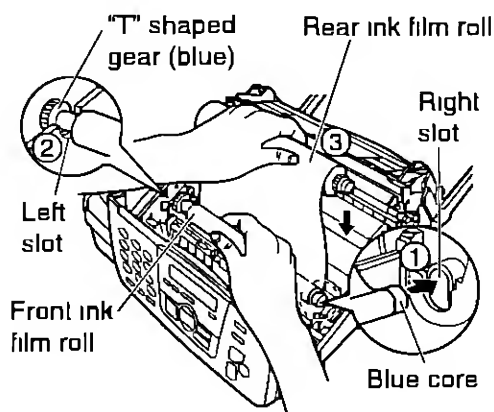
(continued)

# Setup (Base Unit)

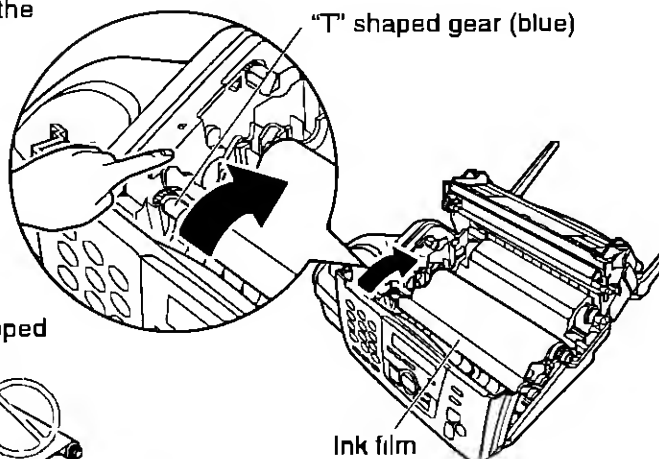
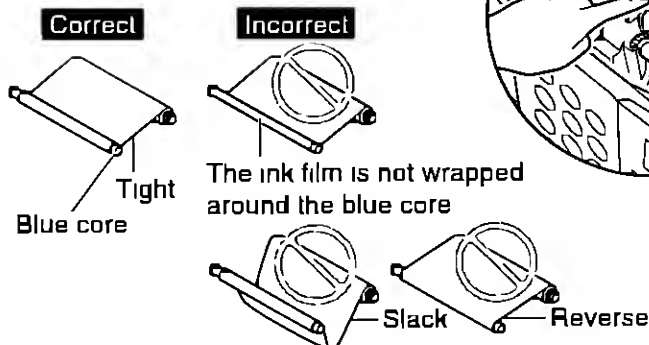
- 5** For replacement only  
Remove the stoppers and tags from the new ink film. Find the "T" shaped gear (blue)



- 6** Insert the blue core of the front ink film roll into the right slot of the unit (①). Insert the "T" shaped gear (blue) into the left slot of the unit (②).  
Insert the rear ink film roll (③)

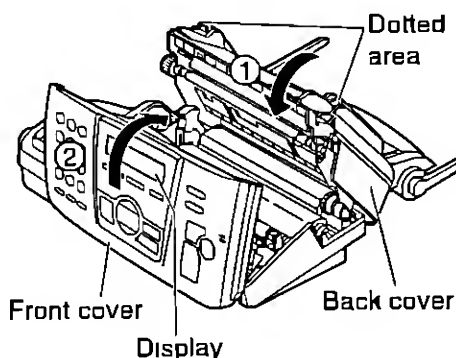


- 7** Turn the "T" shaped gear (blue) in the direction of the arrow.  
• Make sure that the ink film is wrapped around the blue core at least once



- 8** Close the back cover securely by pushing down on the dotted area at both ends (①).  
Close the front cover securely (②).  
• The following will be displayed while the unit is checking that there is no slack in the ink film

Display PLEASE WAIT

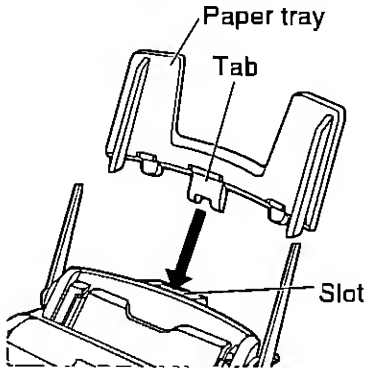


## Note.

- The ink film is completely safe to touch, and will not rub off on your hands like carbon paper

## Paper tray

Insert the tab on the paper tray into the slot on the back of the unit



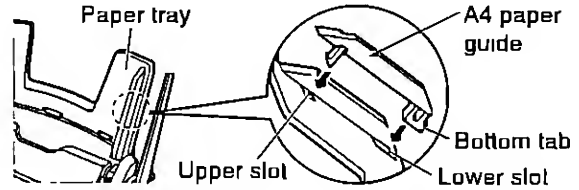
### Note

- Do not place the unit in areas where the paper tray may be obstructed (i.e. by a wall, etc.)

### To use A4 size paper

Insert the bottom tab on the A4 paper guide into the lower slot. Press the guide into the upper slot.

- Change the recording paper size (feature #16 on page 69)



### To use legal size paper

Please purchase a legal paper tray, Model No. KX-FA51 (p. 8) and install as shown on the left.



## Recording paper

Letter, legal or A4 size recording paper can be loaded. The unit can hold up to 50 sheets of 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.) paper or 30 sheets of 90 g/m<sup>2</sup> (24 lb.) paper.

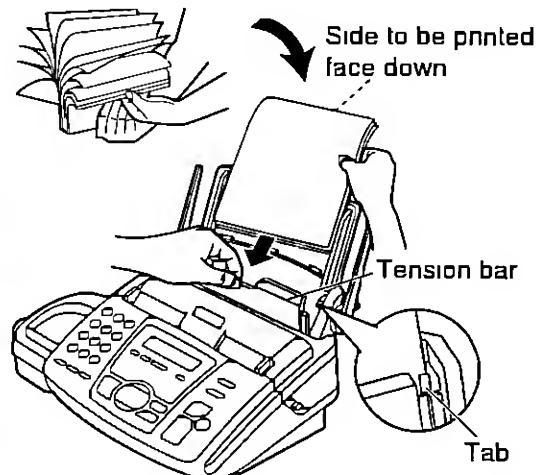
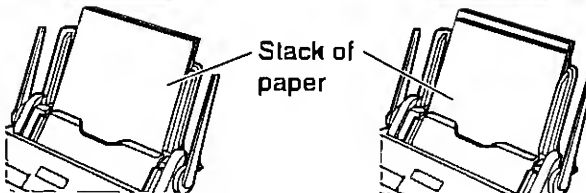
See the note for paper specifications on page 93.

For superior results, we recommend Hammermill Jet Print paper.

- Fan the stack of paper to prevent a paper jam.
- Pull the tension bar forward and hold open while inserting the paper.
  - The paper should not be over the tab.
  - If the paper is not inserted correctly, readjust the paper, or the paper may jam.

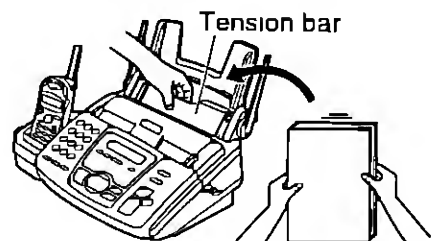
**Correct**

**Incorrect**



### Adding paper

- Pull the tension bar forward and hold open while removing all of the installed paper.
- Add paper to the removed paper and straighten.
- Fan the stack of paper.
- Pull the tension bar forward and hold open while inserting the paper.

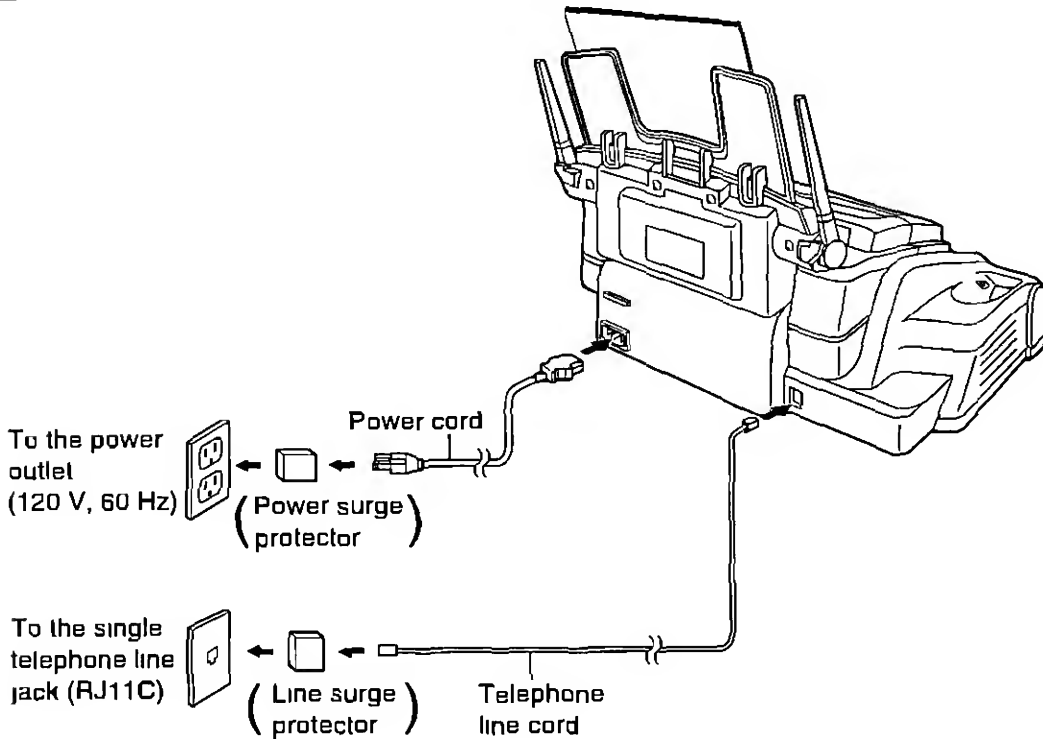


# Setup (Base Unit)

## Connections

**1** Connect the telephone line cord

**2** Connect the power cord



### Caution:

- When you operate this product, the power outlet should be near the product and easily accessible

### Note:

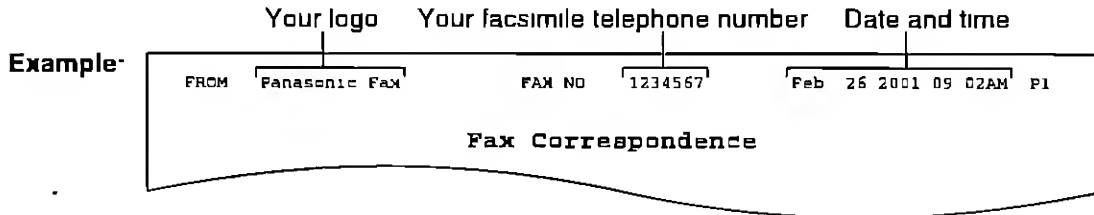
- The warranty does not cover damage due to power line surges or lightning. For additional equipment protection, we recommend the use of a surge protector. The following types are available: TELESPIKE BLOK MODEL TSB (TRIPPE MFG CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX)

### To use the fax machine with a computer on the same line

- We recommend you use separate wall jacks for the fax machine and the computer
- Set the fax machine to TEL mode (p. 46)
- The device which has the shortest ring setting will answer the call first
- If the computer provides a port for a telephone line, connect the fax machine to this port on the computer

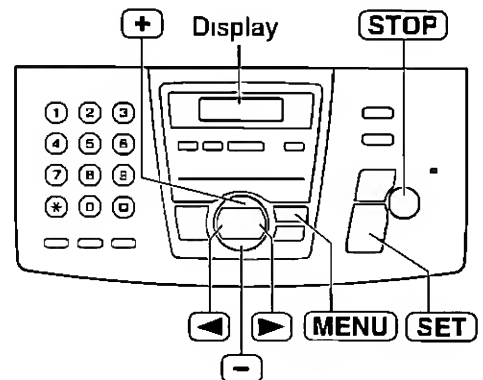
## Date and time, your logo and facsimile telephone number

You should program the date and time, your logo and facsimile telephone number. This information will be printed on each page transmitted from your unit.



### Setting the date and time

- 1 Press **MENU**  
Display: SYSTEM SET UP  
PRESS NAVI [◀ ▶]
- 2 Press **◀** or **▶** until the following is displayed  
SET DATE & TIME  
PRESS SET
- 3 Press **SET**  
Cursor  
Example: M 01/D 01/Y:01  
TIME 12 00AM
- 6 Press **SET**  
• The next feature will be displayed  
YOUR LOGO  
PRESS SET
- 7 Press **MENU**



- 4 Enter the correct month/day/year by selecting 2 digits for each, using the dial keypad  
Example: Aug 10, 2001

Press **0 8 1 0 0 1**

M 08/D 10/Y:01  
TIME 12 00AM

- 5 Enter the correct hour/minute by selecting 2 digits for each, using the dial keypad  
Press **\*** to select "AM" or "PM"  
Example 3 15PM

1. Press **0 3 1 5**

M 08/D 10/Y:01  
TIME: 03 15AM

- 2 Press **\*** until "PM" is displayed

M 08/D:10/Y 01  
TIME 03:15PM

#### Note:

- You can enter the number by pressing **+** or **-** in steps 4 and 5. In this case, press **▶** to move the cursor.
- The accuracy of the clock is approximately  $\pm 60$  seconds a month.

#### To correct a mistake

- Press **◀** or **▶** to move the cursor to the incorrect number, and make the correction.
- If you press **STOP** while programming, the display will return to the previous one.

# Setup (Base Unit)

## Setting your logo

The logo can be your company, division or name

**1** Press **MENU**

Display **SYSTEM SET UP  
PRESS NAVI [◀ ▶]**

**2** Press **◀** or **▶** until the following is displayed

**YOUR LOGO  
PRESS SET**

**3** Press **SET**

**LOGO=**

**4** Enter your logo, up to 30 characters, using the dial keypad. See the next page for details

**Example:** "Bill"

**1** Press **2** 2 times

**Cursor**  
**LOGO=B**

**2** Press **4** 6 times

**LOGO=Bi**

**3.** Press **5** 6 times

**LOGO=Bill**

**4** Press **▶** to move the cursor to the next space and press **5** 6 times

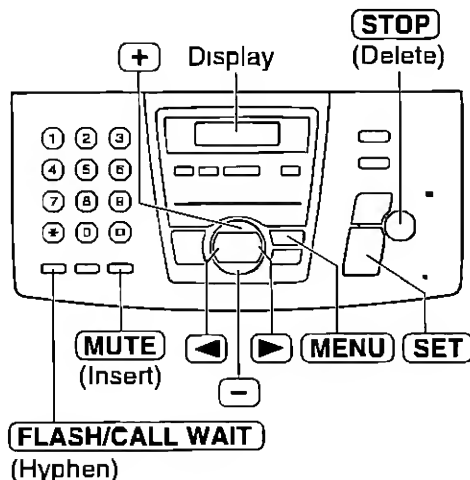
**LOGO=Bill**

**5** Press **SET**

- The next feature will be displayed

**YOUR FAX NO  
PRESS SET**

**6** Press **MENU**



### Note:

- You can enter your logo by pressing **+** or **-** (see the next page) in step 4. In this case, press **▶** to move the cursor

### To correct a mistake

- Press **◀** or **▶** to move the cursor to the incorrect character, and make the correction

### To delete a character

- Move the cursor to the character you want to delete and press **STOP (Delete)**

### To insert a character



- Press **◀** or **▶** to move the cursor to the position to the right of where you want to insert the character
- Press **MUTE (Insert)** to insert a space and enter the character



# Setup (Base Unit)


## To select characters with the dial keypad

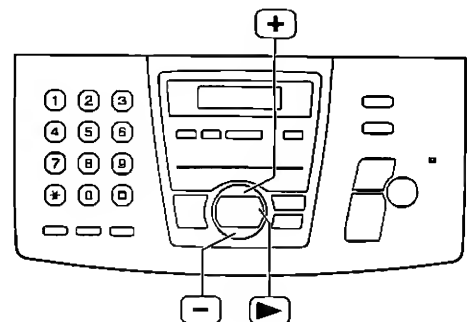
Pressing the dial keys will select a character as shown below

Keys	Characters
<b>1</b>	1 [ ] { } + - / = , _ ' ?
<b>2</b>	A B C a b c 2
<b>3</b>	D E F d e f 3
<b>4</b>	G H I g h i 4
<b>5</b>	J K L j k l 5
<b>6</b>	M N O m n o 6
<b>7</b>	P Q R S p q r s 7
<b>8</b>	T U V t u v 8
<b>9</b>	W X Y Z w x y z 9
<b>0</b>	0 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
<b>FLASH/CALL WAIT</b>	<b>Hyphen</b> button (To insert a hyphen )
<b>MUTE</b>	<b>Insert</b> button (To insert one character or one space )
<b>STOP</b>	<b>Delete</b> button (To delete a character )
	► key (To move the cursor to the right ) To enter another character using the same number key, move the cursor to the next space
	◀ key (To move the cursor to the left )

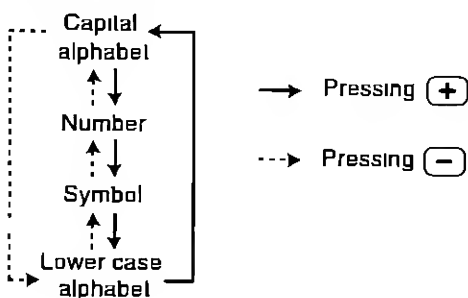
## To select characters using **+** or **-**

Instead of pressing the dial keys, you can select characters using **+** or **-**

- 1 Press **+** or **-** until the desired character is displayed
- 2 Press  to move the cursor to the next space  
▪ The character displayed in step 1 is inserted
- 3 Return to step 1 to enter the next character



## Display order of characters



# Setup (Base Unit)

## Setting your facsimile telephone number

- 1 Press **MENU**  
Display 

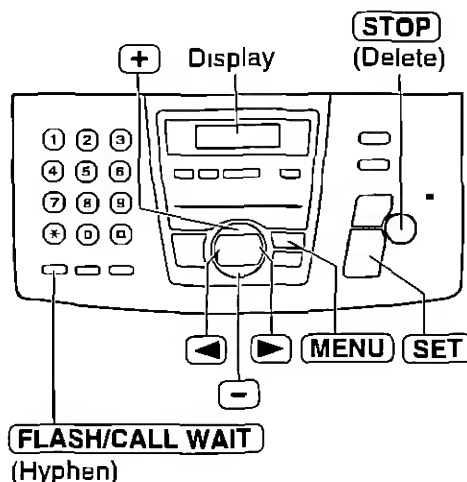
SYSTEM SET UP  
PRESS NAVI. [◀ ▶]
- 2 Press **◀** or **▶** until the following is displayed  

YOUR FAX NO.  
PRESS SET
- 3 Press **SET**  

NO =
- 4 Enter your facsimile telephone number, up to 20 digits, using the dial keypad  
Example 

NO =1234567
- 5 Press **SET**
  - The next feature will be displayed

SENDING REPORT  
MODE=ERROR [±]
- 6 Press **MENU**



### Note.

- You can enter your facsimile telephone number by pressing **+** or **-** in step 4. If you use **+** or **-**, press **▶** to move the cursor.
- The **\*** button replaces the digit with a "+" and the **#** button replaces it with a space.

**Example** (using the dial keypad) +234 5678

Press **\*234#5678**

- To enter a hyphen in a telephone number, press **FLASH/CALL WAIT (Hyphen)**.

### To correct a mistake

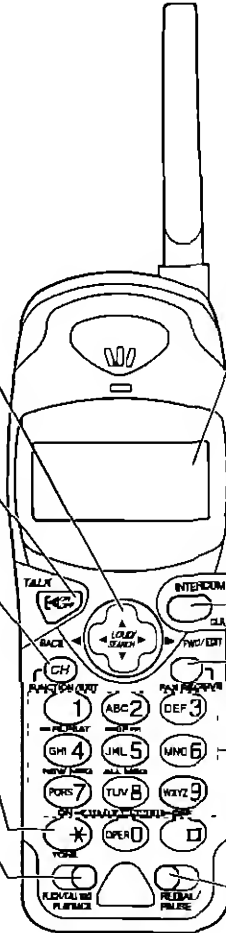
- Press **◀** or **▶** to move the cursor to the incorrect number, and make the correction.

### To delete a number

- Move the cursor to the number you want to delete and press **STOP (Delete)**.

## Location

- To adjust volume (p 21)
- To search for a stored name (p 30)
- To view caller information (p 32)
- To make/answer/end calls (p 22, 23)
- To select a clear channel (p 22)
- To enter programming (p 26)
- To stop viewing (p 32)
- To change from pulse to tone during dialing
- To access special telephone services such as call waiting (p 31) or for transferring extension calls
- To listen to recorded messages (p 58)

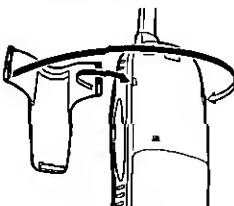


- Backlit LCD display  
The lighted display will stay on for a few seconds after pressing a handset button or lifting the handset off the base unit
- To page the base unit (p 24, 25)
- To erase an item (p 29)
- To erase caller information (p 34)
- To receive a fax (p 46)
- Dial 1 To repeat the recorded messages (p 58)
- Dial 2 To skip the recorded messages (p 58)
- Dial 4 To play new recorded messages (p 58)
- Dial 5 To play all recorded messages (p 58)
- Dial 7 To turn AUTO ANSWER on (p 58)
- Dial 9 To turn AUTO ANSWER off (p 58)
- To redial the last number dialed from the handset
- To insert a pause during dialing

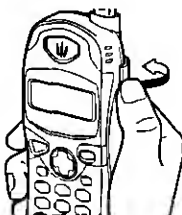
## Belt clip and headset

### Belt clip

To install the belt clip



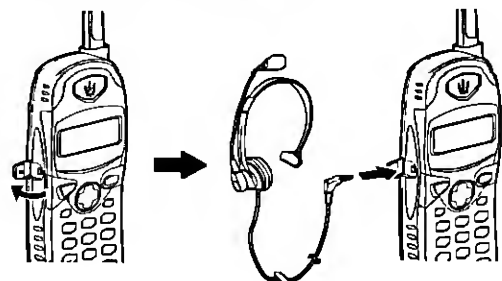
To remove the belt clip



### Headset (optional)

Plugging the headset into the handset allows a hands-free telephone conversation. For best results, use the Panasonic headset Model No. KX-TCAB8. See page 8 for accessory information.

To connect the headset



# Setup (Handset)

## Battery charge

Lay the handset in the cradle of the base unit for about **6 hours** before initial use

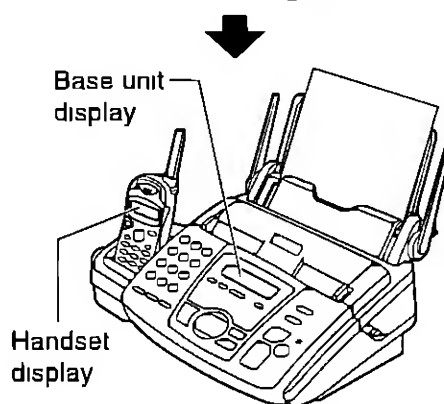
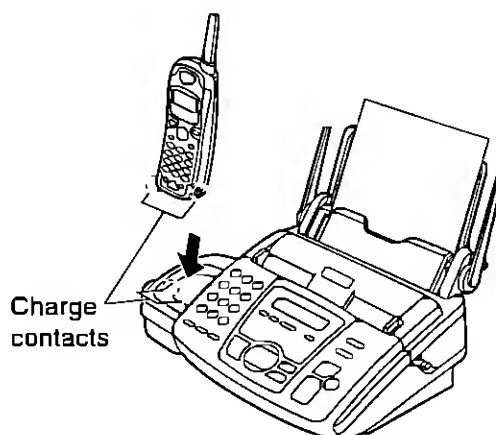
- A beep will sound, and the following will be displayed for an instant on the base unit

Display

CHARGING

↓  
The display will show  
the date and time

- If the base unit is in use, a beep may not sound and the above display may not be shown
- While charging, the battery strength mark (see below) will be shown on the handset display



### Note:

- Clean the handset and the base unit charge contacts with a dry cloth once a month, or the battery may not charge properly
- The battery cannot be overcharged

## Battery strength

You can check the battery strength on the handset display while the handset is in use, or for about 5 seconds after using the handset

Handset display	Battery strength
[ ■■■ ]	Fully charged
{ ■■ }	Medium
{ ■ }	Low
⚡ [ ■ ] ⚡ (flashing)	Needs to be recharged

## Battery life

If your Panasonic battery is fully charged,

- the battery life will last up to 4.5 hours while in use (in conversation) near the base unit within about 3 m (10')
- the battery life will last up to 3.5 hours while in use (in conversation) away from the base unit
- it will last for up to about 11 days while not in use (off the base unit)
- Battery life may vary depending on usage conditions and ambient temperature

## Recharge

Recharge the battery when

- the handset beeps intermittently while it is in use, or
- the following is shown and "{ ■ }" flashes on the handset display

Display

Recharge battery  
⚡ { ■ } ⚡

- Recharge the handset battery for more than 15 minutes, or the display will continue showing the above indication

## Automatic security code setting

Whenever you place the handset on the base unit, the unit will automatically select one of a million security codes. These codes help to avoid unauthorized use of your telephone line by another cordless telephone

## Adjusting handset volume

### Ringer volume

3 levels (high/low/off) are available

**Make sure the handset is idle**

1 Press **FUNCTION/EXIT**

2 Press **▼** to select "Ringer volume"

Display

Save directory  
▶Ringer volume  
▼▲ ▶=Yes

3. Press **▶**

4 Press **▼** or **▲** to select the desired volume

- The current ringer will sound
- To change the volume, press **▼** or **▲** again within 5 seconds

**To turn the ringer off:**

Press and hold **▼** until you hear 2 beeps in step 4

Ringer off

- To turn the ringer back on, press **▲** in step 4

**While the ringer volume is set to off:**

When receiving a call, the handset will not ring

### Handset receiver volume

3 levels (high/middle/low) are available

**While talking,** press **▼** or **▲**

## Adjusting base unit volume

### Ringer volume

4 levels (high/middle/low/off) are available

**While the unit is idle,** press **+** or **-**

- If any documents are in the document entrance, you cannot adjust the ringer volume. Confirm that there are no documents in the entrance

**To turn the ringer off**

1 Press **-** repeatedly until the following is displayed

Display

RINGER OFF= OK?  
YES SET/NO STOP

2. Press **SET**

RINGER OFF

- To turn the ringer back on, press **+**

**While the ringer volume is set to off:**

When a call is received, the unit will not ring and will display the following

INCOMING CALL

### Ringer pattern

- You can select one of three ringer patterns. Change the setting (feature #17 on page 69). The ringer pattern you selected will sound when the unit receives a call

### Speaker volume

8 levels (high to low) are available

**While using the speakerphone,** press

**+** or **-**

### Fax voice guidance volume

9 levels (high to off) are available

**While listening to the fax voice guidance,** press **+** or **-**

### Answering device volume

9 levels (high to off) are available

**While listening to the recorded messages,** press **+** or **-**

# Making and Answering Calls

## Phone calls - making

### With the handset

- 1** Handset is off the base unit.  
Press **TALK**

Handset is on the base unit.  
Lift the handset and press **TALK**

- 2** Dial the telephone number

Example

Talk  
1112222

- If noise interferes with the conversation, press **CH** to select a clear channel or move closer to the base unit

- 3** When finished talking, press **TALK** or lay the handset on the base unit



#### Note

- If short beeps sound when you press **TALK**,
  - move closer to the base unit, or
  - lay the handset on the base unitThen try again
- If **TALK** is pressed while the base unit is in use, the call will be switched to the handset and the base unit is disconnected

### With the base unit

- 1** Press **DIGITAL SP-PHONE**

Display

TEL=  
PRESS NAVI [ > ]

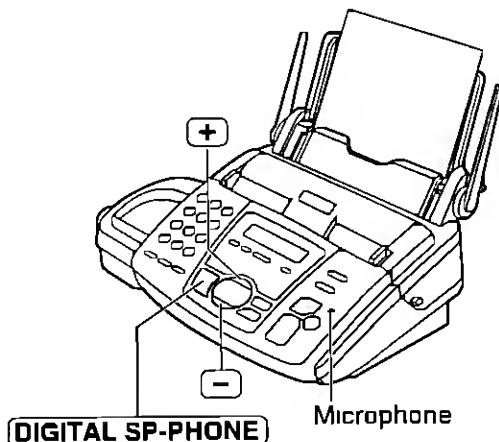
- 2** Dial the telephone number

Example

TEL=2345678

- 3** When the other party answers, talk into the microphone

- 4** When finished talking, press **DIGITAL SP-PHONE**



#### Speakerphone operation

- Use the speakerphone in a quiet room
- Adjust the speakerphone volume using **+** or **-**

## Phone calls - answering

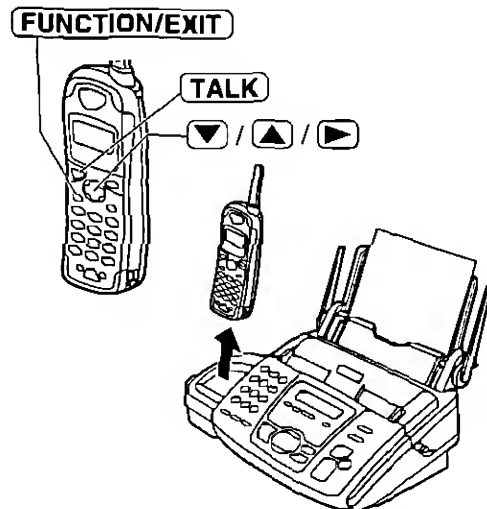
### With the handset

- Handset is off the base unit**  
Press **TALK** when the handset rings  
  - You can also answer a call by pressing any dial key 0 to 9, \*, or #  
(Any key talk feature)

**Handset is on the base unit:**

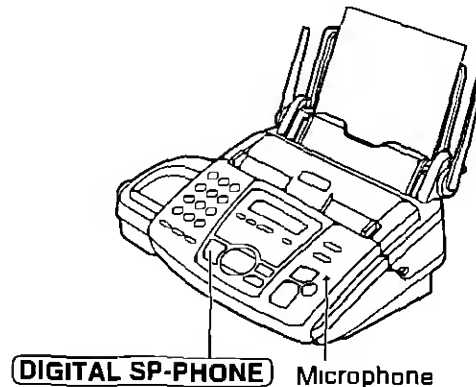
Lift the handset and press **TALK** when the base unit rings

- When finished talking, press **TALK** or lay the handset on the base unit



### With the base unit

- When the base unit rings, press **DIGITAL SP-PHONE** and talk into the microphone
- When finished talking, press **DIGITAL SP-PHONE**



### Auto talk feature (Handset)

You can answer a call by just lifting the handset off the base unit without pressing **TALK**. This feature is set to off. To activate this feature, proceed as follows:

**Make sure the handset is idle**

- Press **FUNCTION/EXIT**

Display

►Save directory  
Ringer volume  
▼▲ ►=Yes

- Press ▼ 2 times to select "Talk switching"

►Talk switching  
▼▲ ►=Yes

- Press ►

Auto talk  
Off  
▼▲ ►=Save

- Press ▼ or ▲ to select "On"

Auto talk  
On  
▼▲ ►=Save

- Press ►

- Press **FUNCTION/EXIT** to exit the program

### Note:

- If you are subscribed to the Caller ID service, and want to view the caller's information on the handset display before answering a call, turn off this feature

# Making and Answering Calls

## Intercom

### Paging the base unit from the handset

- 1 Handset:**  
Press **INTERCOM**
- The base unit will ring. You can then talk with the base unit user.

Handset display  
(Example)

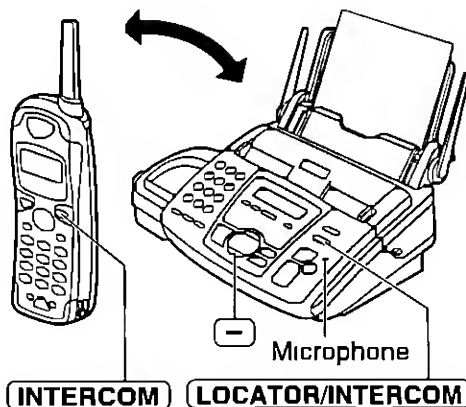
Intercom  
00-01-12 [■■■]  
Conversation time

- 2 Base unit**  
Answer through the microphone

Base unit display

PAGING  
↓  
INTERCOM

- 3 Handset:**  
When finished talking, press **INTERCOM**



**Note:**

- If the handset user has difficulty hearing the base unit user, ask the base unit user to decrease the speaker volume by pressing **-**.
- Intercom can only be ended using the handset.

### Paging the handset from the base unit

Using this feature, you can locate the handset if it has been misplaced (**Handset locator**)

- 1 Base unit:**  
Press **LOCATOR/INTERCOM**
- The base unit will page the handset for about 1 minute.

Base unit display

PAGING

Handset display

Paging  
Press INTERCOM

- To stop paging, press **LOCATOR/INTERCOM** again.

- 2 Handset**  
Press **INTERCOM** to answer

Handset display  
(Example)

Intercom  
00-01-12 [■■■]

- 3 Base unit**  
Speak into the microphone

Base unit display

INTERCOM

- 4 Handset**  
When finished talking, press **INTERCOM**

**Note.**

- Intercom can only be ended using the handset.



## Transferring a call

The intercom can be used during a conversation. This feature enables you to transfer an outside call between the handset and the base unit.

### From the handset to the base unit

- Handset:**  
During an outside call, press **INTERCOM** to page the base unit.
  - The handset user can talk with the base unit user
  - The outside call will be put on hold

Handset display  
(Example)

Intercom hold

00-01-12 [■■■]

Base unit display

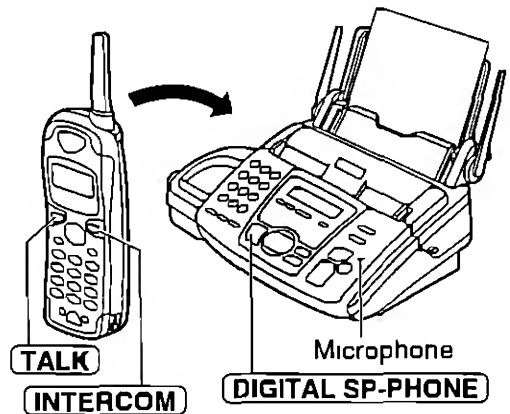
PAGING

INTERCOM HOLD

- If there is no answer on the base unit, press **TALK** to return to the outside call

- Base unit:**  
Talk with the handset user through the microphone

- Base unit**  
To answer the outside call, press **DIGITAL SP-PHONE**



### From the base unit to the handset

- Base unit:**  
During an outside call, press **LOCATOR/INTERCOM** to page the handset.
  - The base unit will start paging the handset for 1 minute
  - The outside call will be put on hold

Base unit display

PAGING

Handset display

Paging

Press INTERCOM

- Handset:**  
Press **INTERCOM** to answer the page

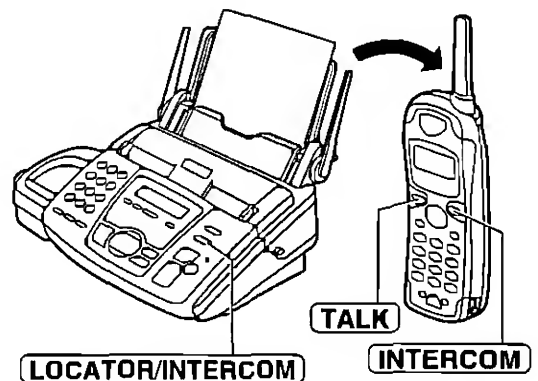
Handset display  
(Example)

Intercom hold

00-01-12 [■■■]

Base unit display

INTERCOM HOLD



# Navigator Directory

## Storing names and telephone numbers into the directory

For rapid access to frequently dialed numbers, the unit provides the navigator directory. You can store the names and telephone numbers using both the handset and base unit up to 50 items in total.

### Using the handset

- 1 Press **FUNCTION/EXIT**  

Display

▶Save directory  
Ringer volume  
▼▲ ▶=Yes
- 2 Press **▶**  

Example

Directory=  
2 items  
↓  
Enter name  
◀▶ ▼=Next
- 3 Enter the name, up to 10 characters (see right)  

Example

Enter name  
Tom Jones  
◀▶ ▼=Next
- 4 Press **▼**  

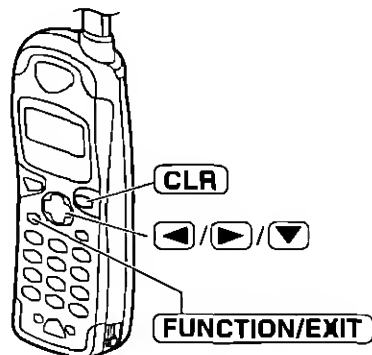
Enter phone no
- 5 Enter the telephone number, up to 30 digits, using the dial keypad  

Example

3334444  
◀▶ ▼=Next
- 6 Press **▼**  

Example

Tom Jones  
3334444  
▲=Edit ▶=Save
- 7 Press **▶**
  - To program other items, repeat steps 2 to 7
- 8 Press **FUNCTION/EXIT** to exit the program



Keys	Characters
1	1 (Space) [ ] { } + - / = , _ ' ? !
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	0 ( ) < >   " # \$ % & * @ ^ ' →

#### Note

- To enter another character using the same number key, press **▶** to move the cursor to the next space

#### To correct a mistake

- 1 Press **◀** or **▶** to move the cursor to the incorrect character
- 2 Press **CLR**
- 3 Enter the correct character

#### Helpful hint

- For your convenience, **HELP-FAX (1-800-435-7329)** has been pre-programmed. If you cannot solve a problem after trying the help function (p. 9), call using this item (p. 30). If necessary, you can erase it (p. 29).

## Using the base unit

- 1 Press **MENU** repeatedly until the following is displayed

Display

DIRECTORY SET  
NAVI =\* BROAD=#

- 2 Press **\*** to select "NAVI "

NAME=  
STORE PRESS SET

- 3 Enter the name, up to 10 characters (see page 17 for instructions)

Example

NAME=Alice  
STORE PRESS SET

- 4 Press **SET**

NO =

- 5 Enter the telephone number, up to 30 digits, using the dial keypad

Example

NO =5552233

- If you want to enter a hyphen, press **FLASH/CALL WAIT** (Hyphen)

- 6 Press **SET**

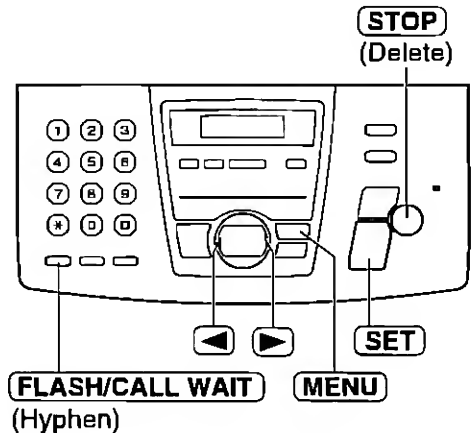
REGISTERED



NAME=  
STORE PRESS SET

- To program other items, repeat steps 3 to 6

- 7 Press **MENU** to exit the program



### Helpful hint.

- You can confirm the stored items on the telephone number list (p 88)

### Note

- When the following is displayed in step 6, you can store only 5 more items

Display

REGISTERED  
SPACE= 5 DIRS

- If there is no space to store new items, the following is displayed in step 6

REGISTERED  
DIRECTORY FULL

Erase unnecessary items (p 29)

- A hyphen or a space entered in a telephone number counts as two digits

### To correct a mistake

- Press **◀** or **▶** to move the cursor to the incorrect character/number, and make the correction



### To delete a character/number

- Move the cursor to the character/number you want to delete, and press **STOP** (Delete)

## Editing a stored item

Items stored in the handset and the base unit are for common use and can be edited from both the handset and the base unit

### Using the handset

1 Press  or 

Directory list  
▼▲  
▶=Caller's list

2 Press  or  until the desired item is displayed

Example

Jane  
1234567


3 Press 

Example

Enter name  
Jane  
◀▶ ▼=Next

- If you do not need to edit the name, skip to step 5

4 Edit the name (see page 26 for instructions)

5 Press 

Example

1234567  
◀▶ ▼=Next

- If you do not need to edit the telephone number, skip to step 7

6 Edit the telephone number

7 Press 


Example

Jane  
6789453  
▲=Edit ▶=Save

8 Press 

9 Press **FUNCTION/EXIT** to exit the program

### Using the base unit

1 Press   
• Confirm that there are no documents in the document entrance

Display

DIRECTORY [+ -]  
<MAILBOX>

2 Press  or  until the desired item is displayed

Example

Mary  
0123456  
↓  
Mary  
EDIT-PRESS MENU

3 Press **MENU**

Example

NAME=Mary  
EDIT=\* DELETE=#

4 Press  to select "EDIT"

Example

NAME=Mary  
STORE PRESS SET

- If you do not need to edit the name, skip to step 6

5 Edit the name (see page 17 for instructions)

6 Press **SET**

Example

NO =0123456

- If you do not need to edit the telephone number, skip to step 8

7 Edit the telephone number



8 Press **SET**

REGISTERED

## Erasing a stored item

Once erased, it cannot be accessed from either the handset or the base unit

### Using the handset

1 Press  or 

Display

Directory list  
▼▲  
▶=Caller's list

2 Press  or  until the desired item is displayed

Example

Helen  
1234567890

3 Press **CLR**

Clear?  
◀=No ▶=Yes

- To cancel erasing, press 


4 Press  or **CLR**

Clear

- The stored name and number are erased



5 Press **FUNCTION/EXIT** to exit the program

### Using the base unit

1 Press   
■ Confirm that there are no documents in the document entrance

Display

DIRECTORY [+ -]  
<MAILBOX>▶

2 Press  or  until the desired item is displayed

Example


Peter  
9876543

↑  
Peter  
EDIT:PRESS MENU

3 Press **MENU**

Example

NAME=Peter  
EDIT=\* DELETE=#

4 Press  to select "DELETE"

DELETE OK?  
YES SET/NO STOP

- To cancel erasing, press **STOP**

5 Press **SET**

DELETED


- The stored name and number are erased

#### Note

- You can use the following method to erase

1 Press 

- Confirm that there are no documents in the document entrance

2 Press  or  until the desired item is displayed

3 Press **ERASE**

4. Press **SET**

# Navigator Directory

## Making a phone call using the directory

Before using this feature, program the desired names and telephone numbers into the directory (p 26, 27)

### Using the handset

- 1 Press or

Display

Directory list  
▼▲  
▶=Caller's list

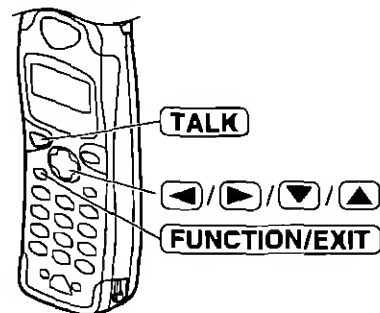
- 2 Press or until the desired item is displayed

Example

Frank  
4567890

- If the desired name has not been stored, press **FUNCTION/EXIT** and dial the number manually

- 3 Press **TALK**
- The unit will start dialing automatically



### Using the base unit

- 1 Press
- Confirm that there are no documents in the document entrance

Display

DIRECTORY [+ -]  
<MAILBOX>

- 2 Press or until the desired item is displayed

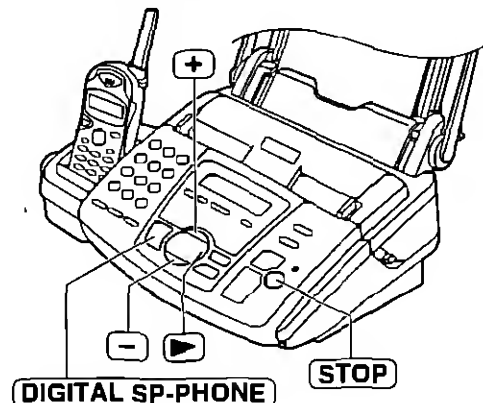
Example

Lisa  
2233445

Lisa  
EDIT-PRESS MENU

- If the desired name has not been stored, press **STOP** and dial the number manually

- 3 Press **DIGITAL SP-PHONE** or lift the handset and press **TALK**
- The unit will start dialing automatically



### To search for a name by initial

Example: "Lisa"

- 1 Press
- Confirm that there are no documents in the document entrance
- 2 Handset
- Press or until any name is displayed
- Base unit.
- Press or until any name is displayed
- 3 Press **5** repeatedly until any name with the initial "L" is displayed
- To search for symbols (not letters or numbers), press **\***

#### 4 Handset

- Press until "Lisa" is displayed
- Base unit.
- Press until "Lisa" is displayed
- To stop the search, press **FUNCTION/EXIT** on the handset or **STOP** on the base unit
  - To make a call, press **TALK** on the handset or **DIGITAL SP-PHONE** on the base unit

## Caller ID service from your phone company

This unit is compatible with the Caller ID service offered by your local telephone company. To use this feature, you must subscribe to the Caller ID service.

Change the following ring settings to 2 or more rings beforehand.

- TAD ring setting and FAX ring setting (feature #06 on page 68)
- TEL/FAX ring setting (feature #78 on page 75)

### How Caller ID is displayed

The calling party's name or telephone number will be displayed after the first ring. You then have the option of whether or not to answer the call depending on the caller.

The unit will automatically store the caller information (name, telephone number and the time of the call). You can view the caller information (p. 32, 33) and print the caller ID list (p. 88).

#### Note

- If the unit is connected to a PBX (Private Branch Exchange) system, you may not receive the caller information. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:

#### Base unit display

OUT OF AREA

PRIVATE CALLER

LONG DISTANCE

#### Handset display

Out of area

Private caller

Long distance

The caller dialed from an area which does not provide Caller ID service

The caller requested not to send caller information

The caller made a long distance call

### To confirm caller information using the Caller ID list

The unit will store information for the most recent 30 callers.

- To print manually, see page 88
- To print automatically after every 30 new calls, activate feature #26 (p. 70)

### Visual Call Waiting (Call Waiting ID) Service

If you hear a call-waiting tone during a conversation, the display will show the second caller's information. Press **FLASH/CALL WAIT** to answer the second call.

- The first call is put on hold and you can answer the second call.
- To return to the first caller, press **FLASH/CALL WAIT** again.

#### Note

- The second caller's information will not be displayed when:
  - the answering system is recording an incoming message,
  - an extension telephone on the same line is in use, or
  - you are sending or receiving a fax document.
- Please contact your telephone company for details and availability of this service in your area.

## Viewing and calling back using caller information

You can easily view caller information and call back

### Important:



- Calling back will not be possible in the following cases
  - The telephone number includes data other than numbers (i.e. \* or #)
  - The caller information does not include a telephone number

## Using the handset

### 1 Handset is off the base unit:

Press  or 

#### Handset is on the base unit


Lift the handset and press  or 

Example

2 new calls  
▼▲ ▶=Directory

(2 new calls are received)

### 2 Press to show the most recent caller information

Press  to show the calls which have already been viewed

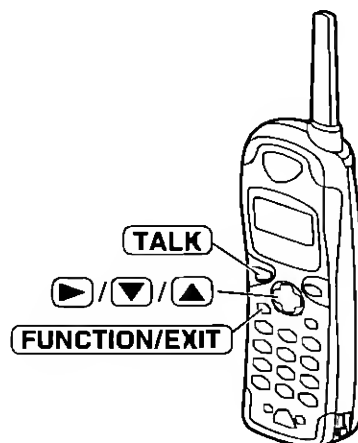
Example

KEVIN PARKER  
333-4444  
11 50A JUN-10 ✓


This means this call  
has already been  
viewed or answered

### 3 Press **TALK** to call back the displayed party


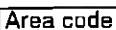
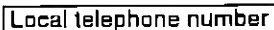

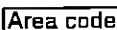
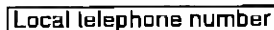

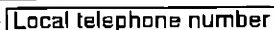
- The unit will start dialing automatically



### To edit the telephone number for calling back

Press  repeatedly after step 2

Each time you press , the telephone number will change as follows

- 1  -  -  ("1" added)
- 2  (area code omitted)
- 3  - 
- 4  -  ("1" added and area code omitted)

### Display while viewing

No caller data

When no calls have been received

### To stop viewing

Press **FUNCTION/EXIT** after step 2



## Using the base unit

- 1 Press **CALLER ID**  
 Example 

2 NEW CALLS PRESS NAVI. [+ -]
----------------------------------

  
 (2 new calls are received)

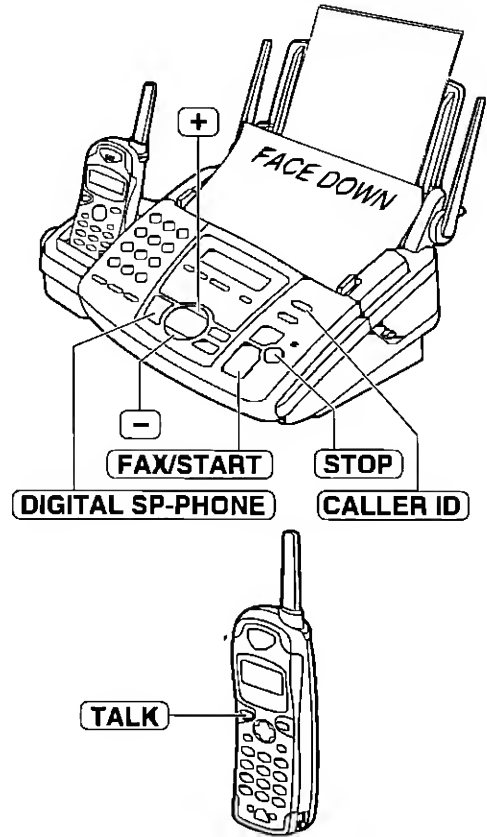
- 2 Press **+** to show the most recent caller information  
 Press **-** to show the calls which have already been viewed

- 3 **Handset is off the base unit**  
 Press **TALK** on the handset to call back the displayed party

**Handset is on the base unit:**

Press **DIGITAL SP-PHONE** or lift the handset and press **TALK**

- The unit will start dialing automatically
- To send a fax – insert the document **FACE DOWN** and press **FAX/START** (p 38)



## To display the caller's telephone number

Press **CALLER ID** after step 2

Example 

SAM LEE 11 20A Jul20 ✓
---------------------------

 ↔ 

1-345-678-9012 11 20A Jul20 ✓
----------------------------------

 This means this call has already been viewed or answered

## To edit the telephone number for calling back

Press **\*** repeatedly after step 2

Each time you press **\***, the telephone number will be changed as follows

- 1 **1** – **Area code** – **Local telephone number** ("1" added)
- 2 **Local telephone number** (area code omitted)
- 3 **Area code** – **Local telephone number**
- 4 **1** – **Local telephone number** ("1" added and area code omitted)

## Display while viewing

NO NAME RCVD
--------------

 When the unit could not receive a name

NO CALLER DATA
----------------

 When no calls have been received

## To stop viewing

Press **STOP** after step 2

## Erasing caller information

You can erase all or specific caller information. Once erased, it cannot be accessed from either the handset or the base unit.

### Erasing all caller information using the handset



#### 1 Handset is off the base unit.

Press  or 




Handset is on the base unit:

Lift the handset and press  or 




Example

0 new call  
  =Directory

#### 2 Press **CLR**

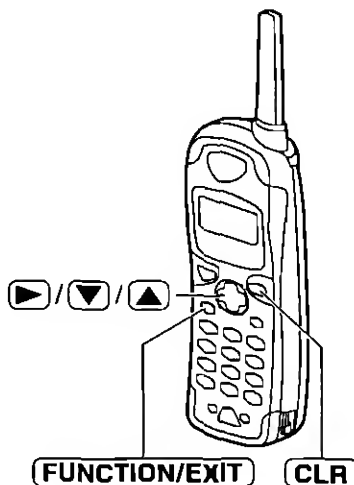
 Exit  
All clear  
  =Yes

#### 3 Press to select "All clear"

Exit  
 All clear  
  =Yes

#### 4 Press or **CLR**

All clear



### Erasing specific caller information using the handset



#### 1 Handset is off the base unit:

Press  or 

Handset is on the base unit.

Lift the handset and press  or 

Example

2 new calls  
  =Directory

#### 2 Press or repeatedly until the desired item is displayed

Example

CINDY TURNER  
1-234-456-7890  
11 20A JAN 12

#### 3 Press **CLR**

Clear

Example

KEVIN PARKER  
333-4444  
11 50A JAN 12

- To erase other items, repeat steps 2 and 3

#### 4 Press **FUNCTION/EXIT** to exit the program

## Erasing all caller information using the base unit

- 1 Press **MENU** repeatedly until the following is displayed

Display

CALLER SET UP  
PRESS SET

- 2 Press **SET**

CALL LIST ERASE  
PRESS SET

- 3 Press **SET**

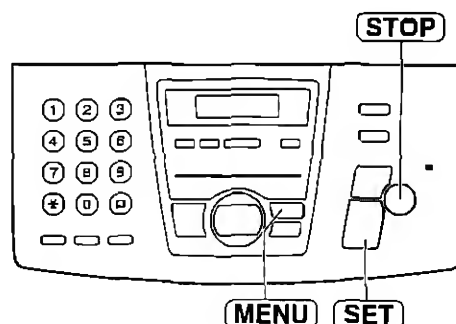
ALL ERASE OK?  
YES:SET/NO STOP

- To cancel erasing, press **STOP**, then **MENU**

- 4 Press **SET**

ERASE COMPLETED

- 5 Press **STOP** to exit the program



## Erasing specific caller information using the base unit

- 1 Press **CALLER ID**

Example

2 NEW CALLS  
PRESS NAVI [+ -]

- 2 Press **+** or **-** until the desired item is displayed

Example

SAM LEE  
12 10A Jul20

- 3 Press **ERASE**

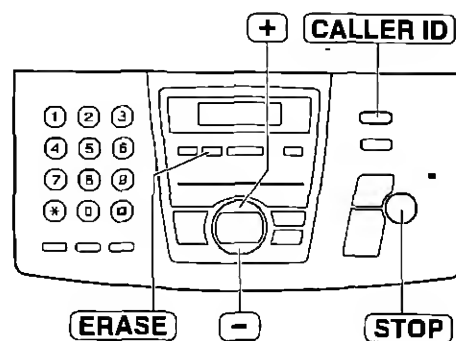
DELETED

Example

ALLAN STONE  
12-12A Jul20

- To erase other items, repeat steps 2 and 3

- 4 Press **STOP** to exit the program



## Storing caller information

### Important

- This feature is not available in the following cases
  - The telephone number includes data other than numbers (i.e. \* or #)
  - The caller information does not include a telephone number

### Into the handset

#### 1 Handset is off the base unit:

Press or

#### Handset is on the base unit

Lift the handset and press or

Example

3 new calls  
▼ ▲ ►=Directory

#### 2 Press or until the desired item you want to store is displayed

Example

CINDY TURNER  
1-234-456-789  
11 20A JAN 12

#### 3 Press

►Edit  
Save directory  
▼ ▲ ►=Yes

#### 4 Press to select "Save directory"

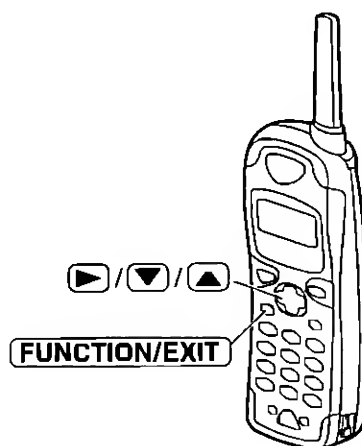
Edit  
►Save directory  
▼ ▲ ►=Yes

#### 5 Press

Example

CINDY TURNER  
1234456789

#### 6 Press **FUNCTION/EXIT** to exit the program



### Into the base unit

#### 1 Press **CALLER ID**

Example

2 NEW CALLS  
PRESS NAVI [+ -]

#### 2 Press **+** or **-** until the item you want to store is displayed

Example

SAM LEE  
11.50A Apr14

#### 3 Press **MENU**

Example

NAME=SAM LEE  
STORE PRESS SET

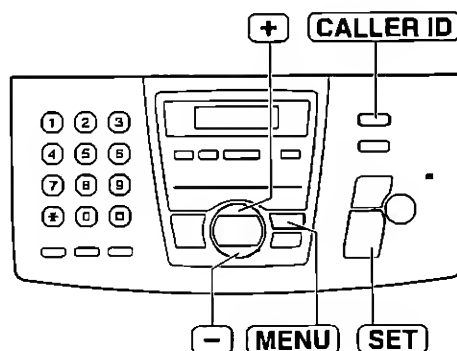
#### 4 Press **SET**

Example

NO =1345678901

#### 5 Press **SET**

REGISTERED



#### Note:

- You can confirm the stored items on the telephone number list (p. 88)
- The unit can only store a name of up to 10 characters long
- To edit a name and number, see page 28

## Talking to the other party after fax transmission or reception

You can talk to the other party after a fax message is completed. This will save the added expense and time of making another call.

**This feature only works when the other party's fax machine is equipped with a voice contact feature.**

### Initiating voice contact

- 1 Press **DIGITAL SP-PHONE** while transmitting or receiving documents

Example

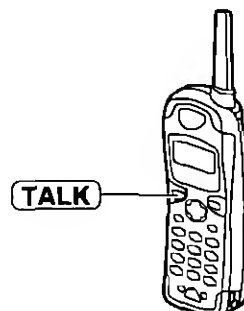
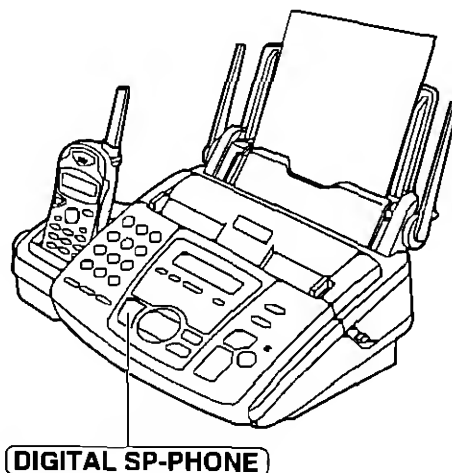
TO 1234567  
VOICE STANDBY

- Your unit will call the other party with a distinctive ring
- When the other party answers, your unit will emit a distinctive ring

- 2 To start talking
  - press **DIGITAL SP-PHONE**,
  - lift the handset from the base unit, or
  - press **TALK** on the handset

#### Note:

- If you initiate voice contact during transmission, the unit will call you with a distinctive ring after all of the documents have been transmitted
- If you initiate voice contact during reception, the unit will call you with a distinctive ring after the current page of the document has been received



### Receiving a request for voice contact

- 1 If the other party initiates voice contact, your unit will sound a distinctive ring and the following will be displayed

Base unit display

PLEASE PICK UP

- 2 To start talking
  - press **DIGITAL SP-PHONE**,
  - lift the handset from the base unit, or
  - press **TALK** on the handset, within 10 seconds of the distinctive ring

#### Note:

- If you do not answer within 10 seconds of the distinctive ring,
  - in TAD/FAX mode, your unit will play a greeting message and record an incoming voice message
  - in FAX ONLY, TEL or TEL/FAX mode, the line will be disconnected

# Sending Faxes

## Sending a fax manually

- 1 Adjust the width of the document guides to the size of the document
- 2 Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document

Display

STANDARD  
PRESS NAVI [+ -]

- 3 If necessary, press **+** or **-** repeatedly to select the desired resolution (see below)

- 4 Press **DIGITAL SP-PHONE**

TEL=  
PRESS NAVI. [▶]

- 5 Dial the fax number

Example TEL=5678901

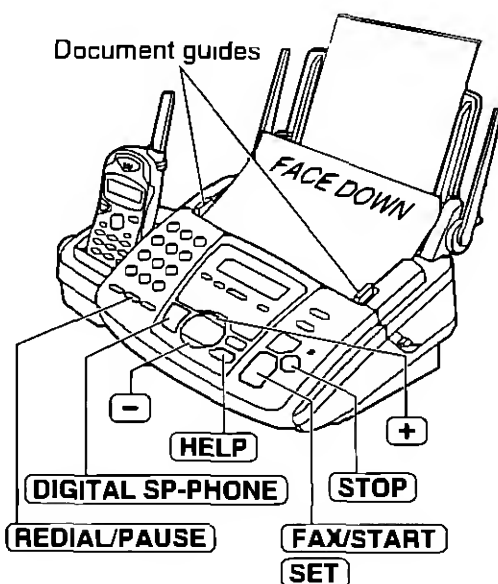
- 6 When a fax tone is heard:  
Press **FAX/START**

OR

When the other party answers your call.

Ask them to press their start button. When the fax tone is heard, press **FAX/START**

CONNECTING  
STANDARD [±]



### To redial the last number

Press **REDIAL/PAUSE**

- If the line is busy, the unit will automatically redial the number up to 2 times
- During redial, the following will be displayed

Display WAITING REDIAL

- To cancel redialing, press **STOP**

### Convenient way to send a fax

You can dial the fax number first before inserting the document. This is convenient if the other party's number is indicated on the document.

- 1 Enter the fax number
- 2 Insert the document
- 3 Press **FAX/START**

### To transmit more than 10 pages at a time

- Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) before the last page feeds into the unit.

### To select the resolution

Select the desired resolution according to the type of document.

- **STANDARD**: For printed or typewritten originals with normal-sized characters
- **FINE**: For originals with small printing
- **SUPER FINE**: For originals with very small printing. This setting only works with other compatible fax machines.
- **PHOTO**: For originals containing photographs, shaded drawings, etc.
- Using the "FINE", "SUPER FINE", or "PHOTO" setting will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.

### To stop transmission

Press **STOP**

## Sending a fax with the voice guide

You can send documents by following the voice guide

- 1 Press **HELP** 2 times
  - 2 Press **SET**
  - 3 Follow steps 1 to 6 on page 38
- After transmission, the voice guide will turn off automatically

## Quick scan feature

With this feature, the unit will scan the document into memory before sending. This is helpful when you want to remove the document for other uses. To use this feature, activate feature #34 on page 71 and make a fax transmission. After storing, the unit will transmit the document.

- If the document exceeds the memory capacity (p. 92), sending will be canceled and this feature will be turned off automatically. Transmit the entire document manually.

## Reports for confirmation

### Sending report

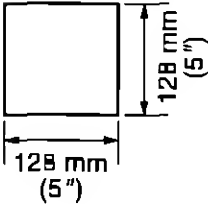
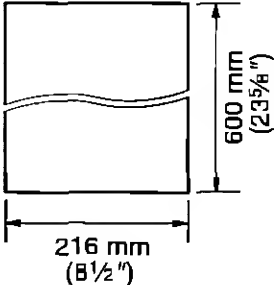
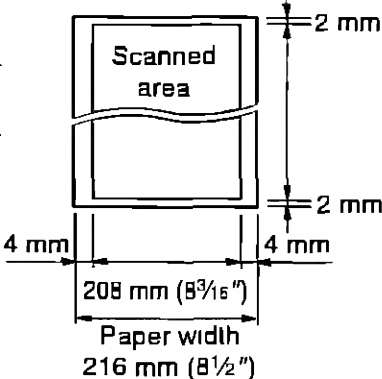
This report will provide you with a printed record of transmission results. To use this feature, activate feature #04 (p. 68). For the communication message in the result column, see page 76.

### Journal report

The unit stores the 30 most recent fax communication results.

- To print manually, see page 88
  - To print automatically after every 30 new fax communications, activate feature #22 (p. 70).
- For the communication message in the result column, see page 76.

## Documents you can send

Minimum size	Maximum size	Effective scanning area	Document weight
			Single sheet 45 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (12 lb to 24 lb) Multiple sheets 60 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (16 lb to 20 lb)

### Note

- Remove clips, staples or other similar fasteners
- Check that ink, paste or correction fluid has dried
- Do not send the following types of documents (Use copies for fax transmission)
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
  - Paper with a faint image
  - Paper with printing on the opposite side that can be seen through the front (i.e. newspaper)
- To transmit the document(s) with a width of less than standard letter size (216 mm), we recommend using a copy machine to copy the original document onto letter-sized paper, then transmit the copied document.

# ***Sending Faxes***

## **Sending a fax using the directory**

Before using this feature, program the desired names and telephone numbers into the directory (p 26, 27)

- 1** Adjust the width of the document guides to the size of the document
- 2** Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document

Display

STANDARD  
PRESS NAVI [+ -]

- 3** If necessary, press **+** or **-** repeatedly to select the desired resolution (p 38)

- 4** Press **▶**

DIRECTORY [+ -]  
<MAILBOX>

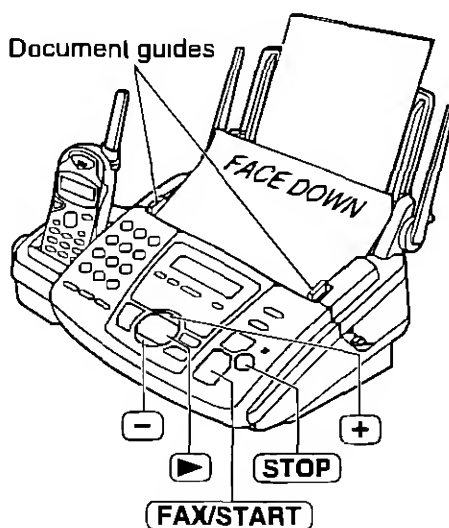
- 5** Press **+** or **-** until the desired item is displayed

Example

Sam  
1789653

- For further details about using the directory, see page 30

- 6** Press **FAX/START**



### **Fax auto redial**

If the line is busy or if there is no answer, the unit will automatically redial the number up to 2 times

- This feature is also available for delayed transmission (feature #25 on page 70)
- During redial, the following will be displayed

Display

WAITING REDIAL

- To cancel redialing, press **STOP**

### **If your unit does not send a fax**

- Confirm the stored telephone number on the display and check that the number dialed is answered by the other party's machine (p 30)
- The connecting tone will be heard during dialing to tell you the status of the other party's machine (feature #76 on page 75)



## Broadcast transmission

This feature is useful for sending the same document to selected parties (up to 20 items)  
First program the items, then see page 43 for transmission

- To send to selected parties only once, see page 43

## Programming items into the broadcast memory

- 1 Press **MENU** repeatedly until the following is displayed

Display

DIRECTORY SET  
NAVI =\* BROAD=#

- 2 Press **□** to select "BROAD"

DIR= [00]  
NAVI [+ -] & SET

- 3 Press **+** or **-** until the desired item is displayed

Example

MIKE  
1-987-654-3210

- 4 Press **SET**

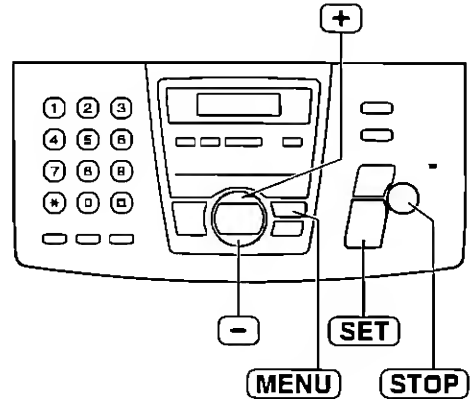
Example

DIR=MIKE [01]  
STORE-PRESS SET

- To program other items, repeat steps 3 and 4 (up to 20 items)

- 5 Press **SET** to exit the program

REGISTERED



### Note:

- If you program the wrong item, press **STOP** after step 4 to erase the item
- Confirm the stored items by printing a broadcast programming list (p. 88)

# Sending Faxes

## Adding a new item into the broadcast memory

- 1** Press   
 • Confirm that there are no documents in the document entrance

Display

DIRECTORY [+ -]  
<MAILBOX>

- 2** Press or until the following is displayed

<BROADCAST>  
EDIT PRESS MENU

- 3** Press **MENU**

BROADCAST  
ADD=\* DELETE=#

- 4** Press to select "ADD"

- 5** Press or until the desired item you want to add is displayed

Example

Mary  
1-584-372-4123

- 6** Press **SET**

REGISTERED

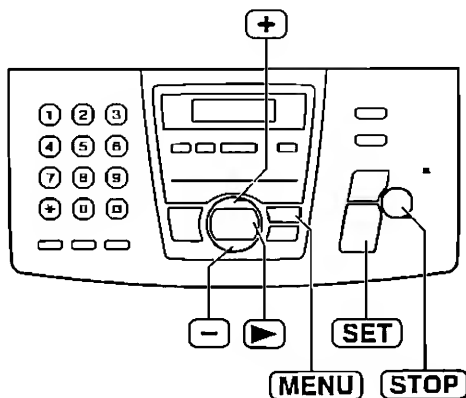


Example

Nikki  
1-385-217-9365

- To add other items, repeat steps 5 and 6 (up to 20 items)

- 7** Press **STOP** to exit the program



## Erasing a stored item in the broadcast memory

- 1** Press   
 • Confirm that there are no documents in the document entrance

Display

DIRECTORY [+ -]  
<MAILBOX>

- 2** Press or until the following is displayed

<BROADCAST>  
EDIT PRESS MENU

- 3** Press **MENU**

BROADCAST  
ADD=\* DELETE=#

- 4** Press to select "DELETE"

- 5** Press or until the desired item you want to erase is displayed

Example

Dick  
1-328-143-2968

- To cancel erasing, press **STOP**

- 6** Press **SET**

DELETE OK?  
YES SET/NO STOP

- 7** Press **SET**

DELETED



Example

Bob  
0123456

- To erase other items, repeat steps 5 to 7

- 8** Press **STOP** to exit the program

## Sending the same document to pre-programmed parties

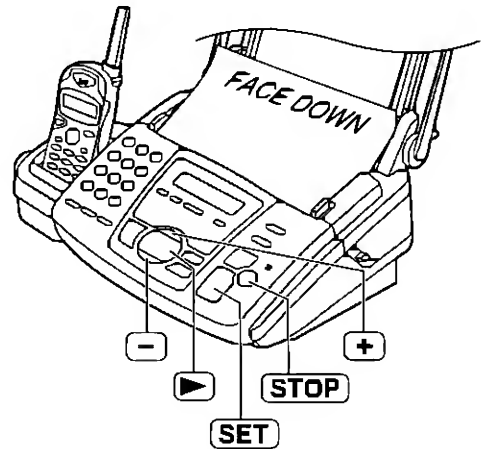
- 1** Insert the document **FACE DOWN**
  - If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (p 39)
- 2** Press **[▶]**

Display

DIRECTORY [+ -]  
 <MAILBOX>
- 3** Press **[+]** or **[-]** until the following is displayed
 

Display

<BROADCAST>  
 SEND PRESS SET
- 4** Press **[SET]**
  - The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each item, calling each number sequentially
  - After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report



### Note:

- If you select the "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease
- If the document exceeds the memory capacity (p 92), sending will be canceled
- If one of the items is busy or does not answer, it will be skipped. All skipped items will be redialed up to 2 times after all of the other items have been called

### To send to selected parties only once

You can also select the parties for each transmission

1. Follow steps 1 and 2 above
2. Press **[+]** or **[-]** until the following is displayed
 

Display

<ONE TIME BROAD>  
 PRESS SET
3. Press **[SET]** to start programming the items you want to transmit
 

Display

DIR=                      -      [00]  
 NAVI [+ -] & SET
4. Press **[+]** or **[-]** until the desired item you want to transmit is displayed
 

Example

Bill  
 6543210
5. Press **[SET]**

Example

DIR=Bill                      [01]  
 SEND PRESS SET

  - To program other items, repeat steps 4 and 5 (up to 20 items)
6. Press **[SET]** to start transmission to the programmed items

### To cancel the broadcast setting

1. Press **[STOP]** while the unit displays the following

Display

BROADCASTING

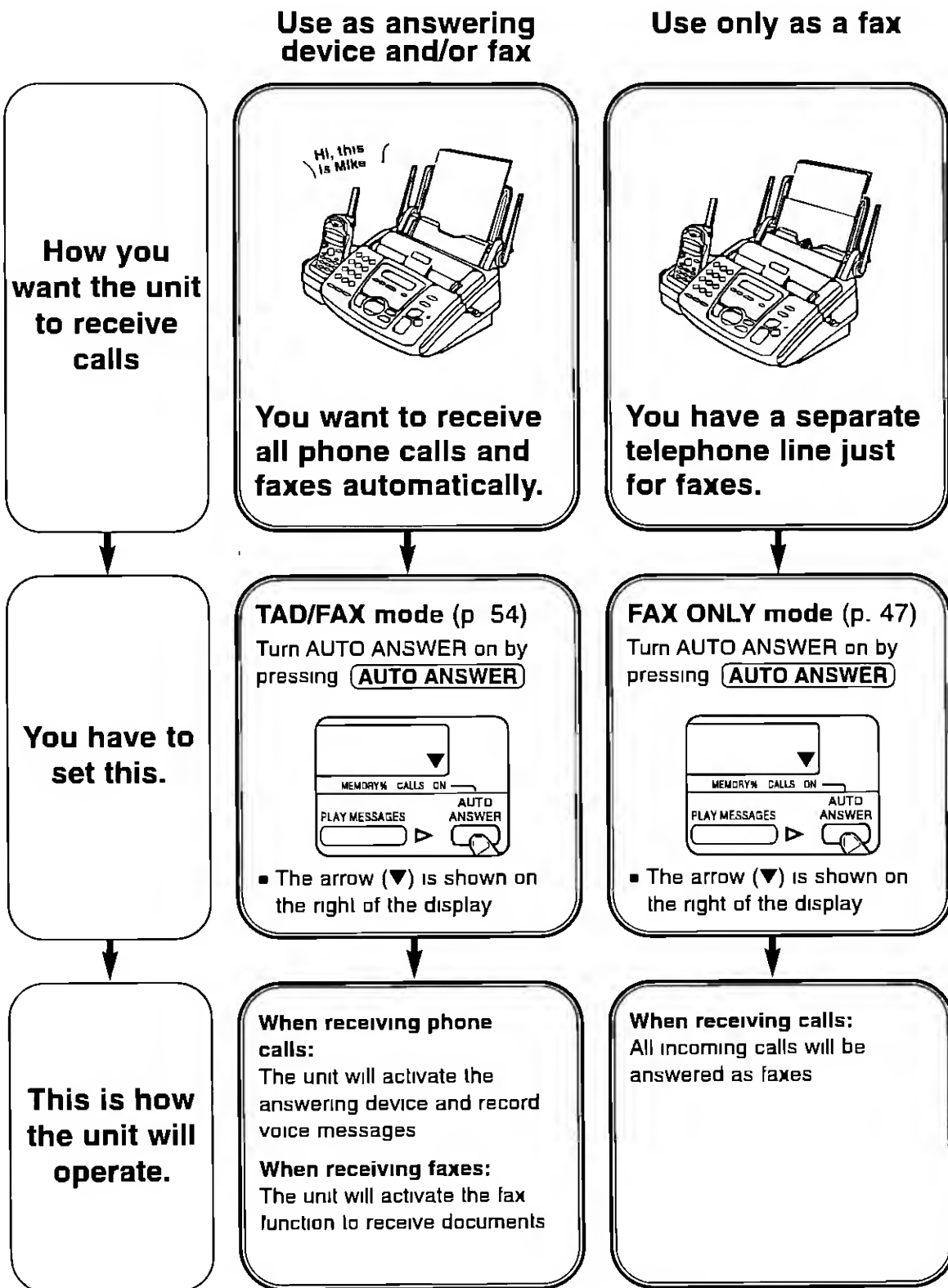
- The display will show the following

SEND CANCELED?  
 YES SET/NO STOP

2. Press **[SET]**

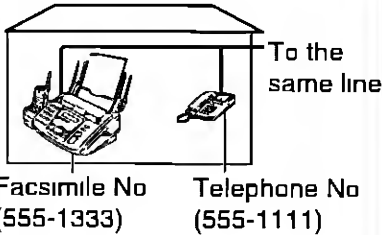
# Receiving Faxes

## Setting the unit to receive faxes



## Voice mail service (Distinctive Ring)

2-number example



**You need to subscribe to Distinctive Ring Service.**

## Mostly phone calls



**You plan to answer the calls yourself.**

## Other options

### TEL/FAX mode

If you are near the unit and want to use it to receive phone calls yourself and receive faxes automatically, see pages 48 and 49

### Remote fax activation

You can also receive a fax using an extension telephone. While hearing a fax calling tone with an extension telephone, press **\*9** (pre-selected fax activation code) to receive a fax (p 50)

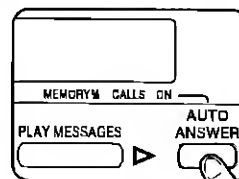
### Setting the Distinctive Ring pattern (p 51)

Select the same ring pattern assigned to the facsimile number (Default setting is B)

- A Standard ring (one long ring)
- B Double ring (two short rings)
- C Triple ring (short-long-short rings)
- D Other triple ring (short-short-long rings)

### TEL mode (p 46)

Turn AUTO ANSWER off by pressing **AUTO ANSWER**



- The arrow (▼) is not shown on the right of the display

**When the fax machine detects a call matching the selected Distinctive Ring pattern** The fax machine will activate the fax function

**When the fax machine detects other ring patterns:** The fax machine will operate based on the AUTO ANSWER setting

### When receiving calls:

You have to answer all calls manually

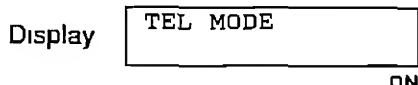
To receive a fax document, press **FAX/START** for each fax you are receiving

# Receiving Faxes

## TEL mode (answering all calls manually)

### Activating TEL mode

If the arrow (▼) is shown on the right of the display, turn it off by pressing **AUTO ANSWER**



### Receiving a fax using the base unit

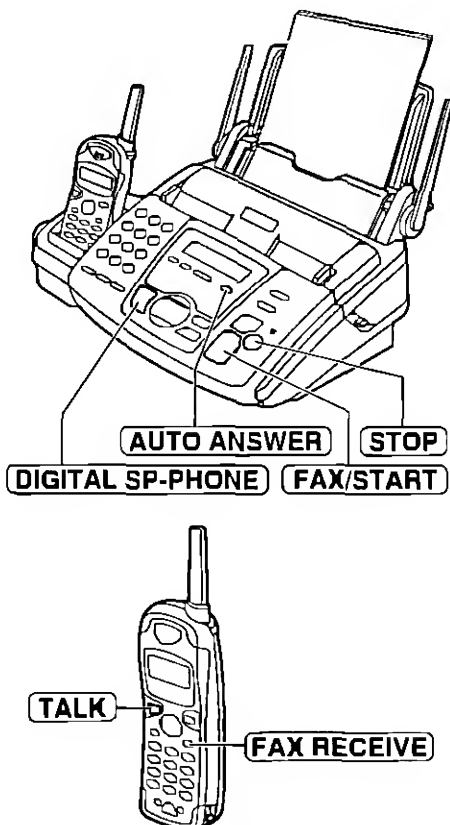
- 1 When the unit rings, press **DIGITAL SP-PHONE** or lift the handset and press **TALK** to answer the call
- 2 When
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,press **FAX/START**

CONNECTING

- The unit will start fax reception

### Receiving a fax using the handset

- 1 When the handset rings, press **TALK**
- 2 When
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,press **FAX RECEIVE** until a single beep is heard
  - The unit will start fax reception



#### Note

- If you do not answer the call within 10 rings, the unit will temporarily activate the answering device. The greeting message will then be played and the other party can then send a fax
- Up to 30 sheets of printed paper can be held. Remove the printed paper before it exceeds 30 sheets

### To stop receiving

Press **STOP**

### Friendly reception feature

When you answer a call and hear a fax calling tone (slow beep), the unit will automatically start fax reception

- If this feature is not required, set feature #46 to off (p 73)

### Fax reception in memory

When a printing problem is detected, the unit will temporarily store the received document into memory

While the document is in memory

- the display will show an error message and the following alternately,

Display FAX IN MEMORY

- slow beeps will sound if feature #44 is set to on (p 72)
- Follow the instructions on pages 77 and 78 to solve the problem
- For memory capacity, see page 92

## FAX ONLY mode (all calls are received as faxes)

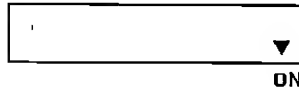
### Activating FAX ONLY mode

- 1 Set feature #77 to "FAX ONLY" (p. 75)
- 2 If the arrow (▼) is not shown on the right of the display, turn it on by pressing **AUTO ANSWER**
  - The display will show the number of rings before the unit answers a call in FAX ONLY mode

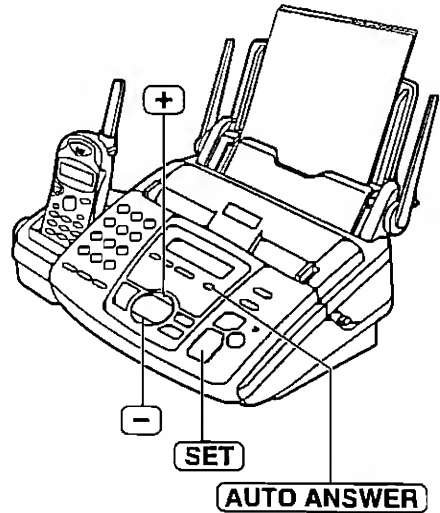
Display

PICKUP & RCV FAX  
AFTER 3 RINGS[±]

- 3 If you wish to change the ring setting, press **+** or **-** until the desired number is displayed, and press **SET**



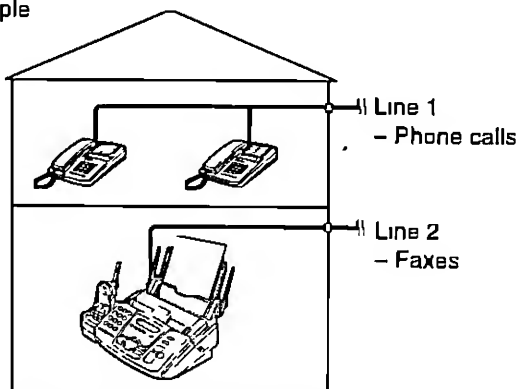
- When receiving calls, the unit will automatically answer all calls and only receive fax documents



#### Note

- If the arrow (▼) is already shown on the right of the display and you wish to change the ring setting, turn the arrow off once then on again by pressing **AUTO ANSWER** and follow the instructions in step 3
- This mode should not be used with a telephone line which is used for both phone calls and faxes. Fax communication will be attempted even if someone is trying to call you. We recommend the following setup

#### Example



Only a fax machine is connected

# Receiving Faxes

## TEL/FAX mode (receiving phone calls with ring signals and faxes without ring signals when you are near the unit)

Use this mode when you are always near the fax machine, and want to receive faxes without the unit ringing. When a call is received, the fax machine will work as follows. To set TEL/FAX mode, see below.

A call is received.



The fax machine will not ring.  
Duration depends on **TEL/FAX delayed ring setting**.  
(See bottom of next page.)



- The call is connected

Phone call

This message will be played to the calling party

*Hello! To send a fax, start transmission.  
To speak with someone, please wait.*



The fax machine will **ring 3 times**.  
Duration depends on **silent fax recognition ring setting**.  
(See bottom of next page.)



- The calling party will hear a different ring back tone



The fax machine will automatically receive documents without ringing.



Answer the call

- If the call is not answered, this message will be played \*\*

*No one is available to take your call right now.  
Please try again later.  
Thank you.*

- Then the fax machine will activate the fax function for a case in which the other party's fax machine does not send a fax calling tone.

\* A fax calling tone is automatically generated by the sending fax machine. Some fax machines do not have this capability.

\*\* You can record your own greeting message (p. 55).

### Note

- The base unit will display the following when a call is received.

Display

INCOMING CALL

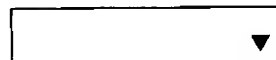
- The ringer should be on (p. 21).
- If the ring detection (p. 51) is set and a different ring pattern is received, the unit will not receive the fax automatically.

### To set TEL/FAX mode

1. Set feature #77 to "TEL/FAX" (p. 75).
2. If the arrow (▼) is not shown on the right of the display, turn it on by pressing

**(AUTO ANSWER)**

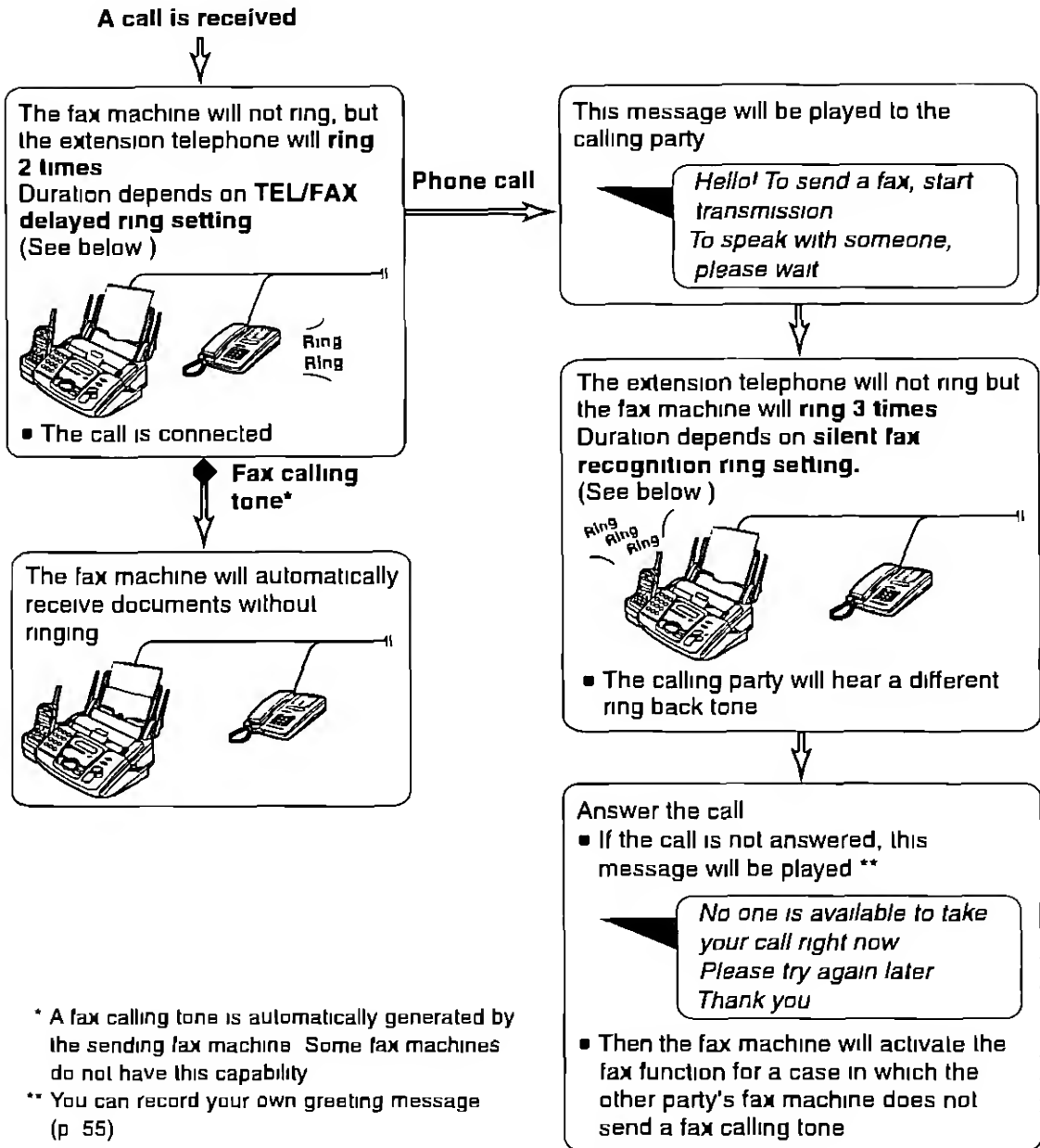
Display



ON



## When an extension telephone is connected



### TEL/FAX delayed ring setting

The number of rings generated before the fax machine answers depends on the setting of feature #78 on page 75. The fax machine will not generate an audible ring during this time.

### Silent fax recognition ring setting

The fax machine generates audible rings to indicate that it is receiving a phone call. The number of rings generated depends on the setting of feature #30 on page 71. This signal will not ring on an extension telephone.

# Receiving Faxes

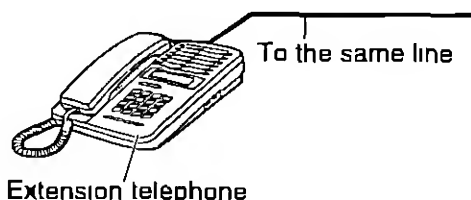
## Extension telephone

If you use the fax machine with an extension telephone, you can receive fax documents using the extension telephone. You do not have to press **FAX/START** on the fax machine.

### Important:

- Use a touch tone telephone as the extension telephone and enter the fax activation code **firmly**.

- When the extension telephone rings, lift the handset of the extension telephone.
- When
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,press **\*9** (pre-selected fax activation code) **firmly**.



- Hang up the handset.
  - The fax machine will start reception.

### Note:

- You can change the fax activation code in feature #41 (p. 72).

## Pager call - when the unit receives a fax or voice message

This feature allows your unit to call your pager when your unit receives a fax document or an incoming voice message.

- Press **MENU**.  
Display: 

SYSTEM SET UP  
PRESS NAVI [◀▶]

- Press **□**, then **7 0**.  

PAGER CALL  
MODE=OFF [±]

- Press **+** or **-** to select "ON".  

PAGER CALL  
MODE=ON [±]

  - If this feature is not required, select "OFF".

- Press **SET**.

- Enter your pager number up to 30 digits.  
Example: 

NO =12025551234

- Press **SET**.

- Enter your pager access code up to 10 digits if required.  
Example: 

PIN=12345678

- Press **SET**.  

MSG =07734

- The default code 07734 will show "Hello" on your pager.
- If you want to change this message, enter your message up to 30 digits.

- Press **SET**.
  - The unit will dial the stored number.

PAGER TEST

- Check that your pager received the pager test call.

- Press **DIGITAL SP-PHONE**.

### Note:

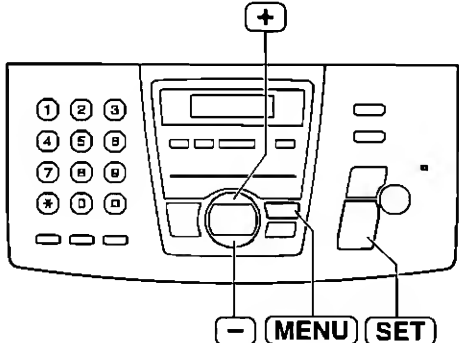
- If you have subscribed to a Caller ID service, instead of the message you entered in step 8, your pager will display the caller's telephone number, followed by "11" or "22".
  - When your unit receives a voice message.
  - When your unit receives a fax document.
- If you have not entered a message in step 8, your pager will only display "11" or "22".

## Using with a voice mail service

### Important:

- When you have a single telephone line and subscribe to a telephone company's voice mail service, you must also subscribe to the Distinctive Ring Service if you want to receive faxes automatically as well as voice messages. For more information about telephone services, contact your telephone company

When you subscribe to Distinctive Ring Service, your telephone company will assign you a new fax number and will also tell you the assigned ring pattern. Please complete the following setup on your fax machine to identify the assigned ring pattern.

- 1 Press **MENU**  
Display: SYSTEM SET UP  
PRESS NAVI [◀ ▶]  

- 2 Press **□**, then **3 1**  
Display: RING DETECTION  
MODE=B [±]
- 3 Press **+** or **-** to select the ring pattern assigned by the telephone company  
A Standard ring (one long ring)  
B Double ring (two short rings) (default setting)  
C Triple ring (short-long-short-rings)  
D Other triple ring (short-short-long rings)  
OFF: Turns off the feature
- 4 Press **SET**  
Display: SETUP ITEM [ ]
- 5 Press **MENU** to exit the program

### Note:

- Once you have programmed the assigned ring pattern into the fax machine, turn AUTO ANSWER off so that the fax machine is in TEL mode
- In TEL mode, the fax machine will recognize incoming faxes on the first ring pattern and answer automatically. For phone calls, the fax machine will ring as a normal call.

# Copying

## Making a copy

The unit can make single or multiple copies (up to 50)

- 1 Adjust the width of the document guides to the size of the document
- 2 Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document

Display

STANDARD  
PRESS NAVI. [+ -]

- If necessary, press **+** or **-** repeatedly to select the desired resolution (see below)

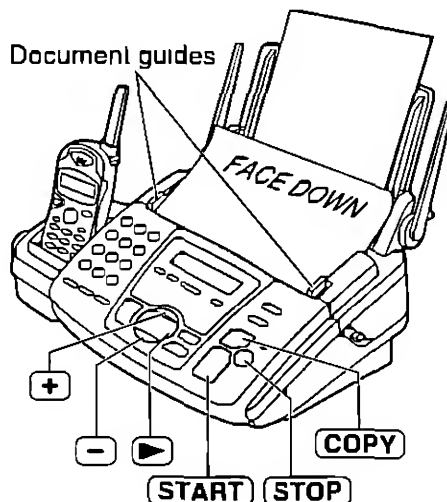
- 3 Press **COPY**

NUMBER=1  
COPY PRESS START

NUMBER=1  
OR PRESS NAVI ►

- If necessary, enter the number of copies (up to 50)

- 4 Press **START**
  - The unit will start copying



### Note:

- Any transmittable document can be copied (p. 39)

### To select the resolution

Select the desired resolution according to the type of document

- **FINE** For printed or typewritten originals with small printing
- **SUPER FINE** For originals with very small printing
- **PHOTO** For originals containing photographs, shaded drawings, etc
- If you select "STANDARD", copying will be done using "FINE" mode
- You can also select the resolution after pressing **COPY** in step 3

- 1 Press **▶** 3 times

Display

STANDARD [+ -]  
<NUMBER>►

- 2 Press **+** or **-** repeatedly to select the desired resolution

### Quick scan feature

With this feature, the unit can scan the document into memory before copying. This feature is helpful when you want to remove the document for other uses. To use this feature, activate feature #34 on page 71 and make a copy. After storing, the unit will print the document.

- If the document exceeds the memory capacity (p. 92), copying will be canceled and this feature will be turned off automatically.

### To stop copying

Press **STOP**

## To enlarge a document

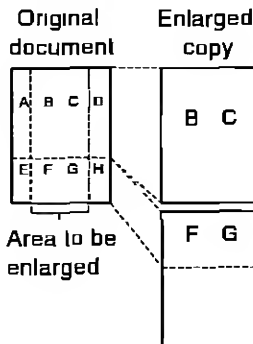
1. Press **[▶]** after step 3 on page 52

Display

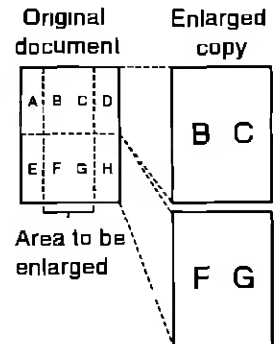
ZOOM 100% [+ -]  
<COLLATE>▶

2. Press **[+]** to select "150%" or "200%", then press **[START]**
  - The unit will only enlarge the centermost part of the document, printing it on two pages

### Example of a 150% enlarged copy



### Example of a 200% enlarged copy



## To reduce a document

1. Press **[▶]** after step 3 on page 52

Display

ZOOM 100% [+ -]  
<COLLATE>▶

2. Press **[-]** to select "92%", "86%" or "72%", then press **[START]**
  - See the right table for the recommended reduction rates

### Note

- If the appropriate reduction rate is not selected, the document may be divided and the top of the second sheet will be deleted
- If the image at the bottom of the document is not copied when you copy a document as long as the recording paper, try 92% or 86%

Setting	Recording paper	Original document
100% (default)	Letter	Letter
	Legal	Letter, A4, Legal
	A4	A4, Letter
92%	Letter	A4
86%	Letter	A4
72%	Letter	Legal
	A4	Legal

Letter = 216 mm x 279 mm (8 1/2" x 11")

Legal = 216 mm x 356 mm (8 1/2" x 14")

A4 = 210 mm x 297 mm (8 1/4" x 11 1/16")

## To collate multiple copies

The unit can collate multiple copies in the same order as the original document pages

1. Press **[▶]** 2 times after step 3 on page 52

Display

COLLATE OFF [+ -]  
<RESOLUTION>▶

2. Press **[+]** or **[-]** repeatedly until the following is displayed

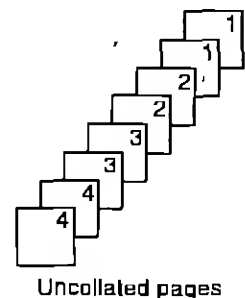
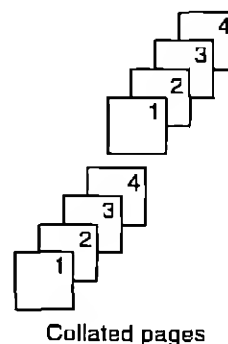
COLLATE ON [+ -]  
<RESOLUTION>▶

3. Press **[START]**

### Note.

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages
- After copying, the collating feature will turn off automatically

### Example: Making two copies of a 4-page original document



# Setup

## TAD/FAX mode (receiving phone calls and faxes automatically)

When TAD/FAX mode is set, the unit will work as a fax machine and/or answering device. If a fax tone is detected, the unit will automatically receive the fax. If a phone call is detected, the answering device will play a greeting message and the caller can leave a voice message.

### Setting up the voice and fax message reception

- 1 Make sure that feature #77 is set to "TAD/FAX" (p. 75)
- 2 If the arrow (▼) is not shown on the right of the display, turn it on by pressing **AUTO ANSWER**
  - The unit will play the pre-recorded greeting message
  - The display will show the ring setting in TAD/FAX mode

Display

PICKUP & RCV CALL  
AFTER 2 RINGS[±]

- 3 If you wish to change the ring setting, press **+** or **-** until the desired setting (see below) is displayed, and press **SET**
  - You can adjust the speaker volume after changing the ring setting. Press **+** or **-** while listening to the greeting message
  - The remaining time for recording incoming messages will be displayed

Example

TIME = 10m13s



#### Ring setting in TAD/FAX mode

You can choose from 1, 2, 3, 4, TOLL SAVER and RINGER OFF.

This setting can be changed by feature #06 on page 68.

**TOLL SAVER** When you call the unit from a remote location, the number of rings will tell you if there are any new voice messages. If the unit answers on the 2nd ring, there is at least one new recorded message. If the unit answers on the 4th ring, there are no new recorded messages. To save the toll charges for the call, hang up immediately when you hear the 3rd ring. The 3rd ring indicates that there are no new recorded messages.

**RINGER OFF** The unit will answer without ringing.

- If you subscribe to a Caller ID service, set to 2 or more rings.

#### Note:

- If the arrow (▼) is already shown on the right of the display and you wish to change the ring count, turn it off once then on again by pressing **AUTO ANSWER** and follow the instructions in step 3.
- The incoming message recording time can be changed (feature #10 on page 69).
- When the remaining time is low, erase unnecessary messages (p. 57). For the voice memory capacity of incoming messages, see page 92.
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set feature #67 to off (p. 74).

## Recording your own greeting messages

You can record your own greeting messages for TAD/FAX and TEL/FAX modes. When receiving a call, your own greeting message will be played instead of the pre-recorded message. The recording time will be limited to 16 seconds. We recommend you record your message within 12 seconds to make it easier to receive faxes.

### Suggested messages

- TAD/FAX greeting message *"This is (your name, business and/or telephone number). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak after the beep. Thank you."*
- TEL/FAX greeting message *"This is (your name, business and/or telephone number). We are unable to answer right now. Please try again later. Thank you."*

**1** Select the desired mode (TAD/FAX or TEL/FAX) where you want to record a greeting message (feature #77 on page 75).

**2** Press **RECORD** 2 times.

- The display will show the following according to your selection in step 1.

TAD/FAX mode	TAD GREETING PRESS SET
TEL/FAX mode	TEL/FAX GREETING PRESS SET

**3** Press **SET**.

- A long beep will sound.

**4** Speak clearly about 20 cm (8 inches) away from the microphone.

- The display will show the remaining recording time.

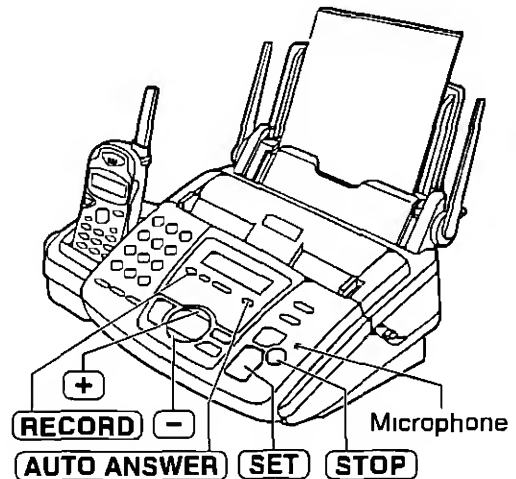
TAD/FAX mode	TAD REC 16s
TEL/FAX mode	T/F REC 16s

**5** When finished recording, press **STOP**.

- The unit will repeat your message. Adjust the volume using **+** or **-**.

### Note:

- You can choose 60 seconds for your own TAD/FAX greeting message (feature #54 on page 73).
  - If you change to 60 seconds, we recommend that you tell the caller in your own TAD/FAX greeting message to press \*9 before starting fax transmission.
  - If you change to 16 seconds from 60 seconds, your own recorded TAD/FAX greeting message will be deleted. When receiving a call, the pre-recorded message will be played.



### Checking the greeting messages

1. Select the desired mode (TAD/FAX or TEL/FAX) for the greeting message you want to listen to (feature #77 on page 75).
2. If the arrow (▼) is not shown on the right of the display, turn it on by pressing **AUTO ANSWER**.

If the arrow (▼) is shown on the right of the display, turn it off once then on again.

- The display will show the following according to your selection in step 1.

TAD/FAX mode	PICKUP & RCV CALL AFTER 2 RINGS [±]
TEL/FAX mode	TEL/FAX MODE

- The unit will play the greeting message.

# Greeting / Memo Message

## Erasing your own recorded greeting messages

**1** Select the desired mode (TAD/FAX or TEL/FAX) for the greeting message you want to erase (feature #77 on page 75)

**2** Press **ERASE** 2 times

- The display will show the following according to your selection in step 1

TAD/FAX mode      TAD GREETING  
PRESS SET

TEL/FAX mode      TEL/FAX GREETING  
PRESS SET

**3** Press **SET**

ERASE GREETING?  
YES SET/NO STOP

- To cancel erasing, press **STOP**

**4** Press **SET**

GREETING ERASED

- When receiving a call, the pre-recorded greeting message will be played



## Leaving a message for others or yourself

To leave a private message for yourself or someone else, you can record a voice memo. This memo can be played back later, either directly or remotely.

**1** Press **RECORD**

Display      MEMO MESSAGE  
PRESS SET

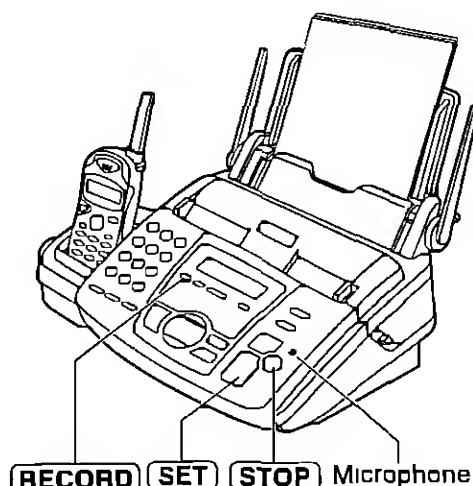
**2** Press **SET**

- A long beep will sound

MEMO RECORDING

**3** Speak clearly about 20 cm (8 inches) away from the microphone

**4** When finished recording, press **STOP**



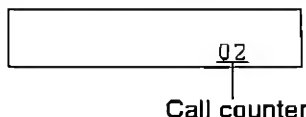


## Listening to recorded messages using the base unit

When the unit has recorded new voice messages

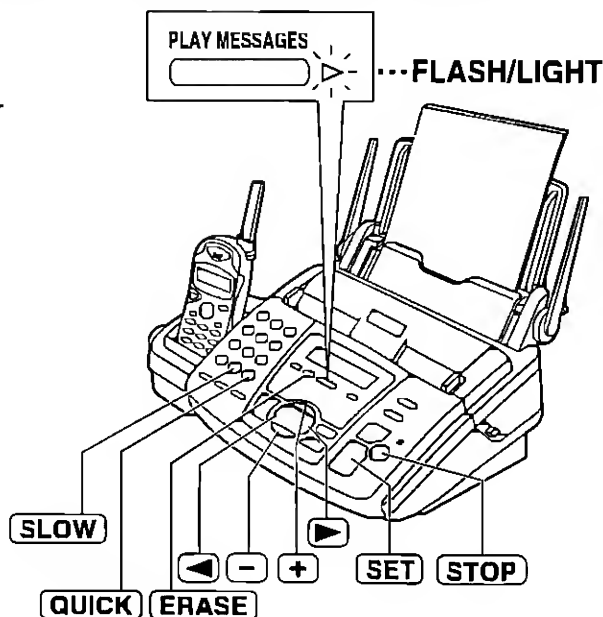
- the PLAY MESSAGES indicator will flash,
- the call counter will show the total number of recorded messages, and
- slow beeps will sound if the message alert feature is activated (feature #42 on page 72)

Example



Press **PLAY MESSAGES**

- Only the new recorded messages will be played
  - Adjust the speaker volume using **+** or **-**
  - After playing back all of the new messages, the PLAY MESSAGES indicator will stop flashing but will remain lit up
- If you press **PLAY MESSAGES** at this time, all the recorded messages will be played



### To repeat a message

Press **◀** while listening to the message

- If you press **◀** within 5 seconds of the beginning of the message, the previous message will be played
- To play back a specific message, press **◀** or **▶** and search for the message you want to listen to

### To skip a message

Press **▶** to play the next message

### To stop playback

Press **STOP**

- If you press **PLAY MESSAGES** within 1 minute, the unit will resume playing the rest of the messages

### Voice time/day stamp

During playback, a synthesized voice will announce the time and day of the week that each message was recorded

### To change the playback speed

Press **QUICK** to play messages at one and a half times the original speed

Press **SLOW** to play messages at half the original speed

- To return to the original speed, press **QUICK** or **SLOW** again during quick or slow playback

### To erase a specific message

Press **ERASE** while listening to the message you want to erase

### To erase all the messages

Check that you have listened to all of the recorded messages

1. Press **ERASE**

Display

ALL MESSAGES  
PRESS SET

- 2 Press **SET**

ERASE MESSAGES?  
YES SET/NO STOP

- 3 Press **SET**

- Messages recorded in voice mailbox will not be erased

# Incoming Messages

## Listening to recorded messages using the handset

### 1 Press **PLAYBACK**

Example

Remote  
operation

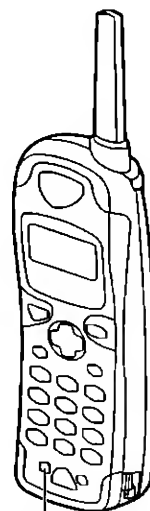
- The voice guide will tell you the number of new messages and they will be played automatically

*Voice guide example*

3 new messages

- To repeat only the new messages:  
Press **4**
- To listen to all the messages:  
Press **5**

### 2 Press **PLAYBACK** to end the operation



**PLAYBACK**

#### When there are no new messages

The voice guide will be heard

*Voice guide example*

No new messages

Press **5** or wait 4 seconds to listen to all the messages

#### When voice memory is full

The voice guide will be heard after playing the messages

*Voice guide example*

Sorry, no more memory  
Please erase unnecessary messages

Erase some or all of the messages

#### To repeat a message

Press **1** while listening to the message

- If you press **1** within 5 seconds of the beginning of the message, the previous message will be played

#### To skip a message

Press **2** to play the next message

#### To erase a specific message

Press **\* 4** while listening to the message you want to erase

*Voice guide example*

The message has been erased

- A long beep will sound. The unit will then play back the next message

#### To erase all the messages

Press **\* 5** to erase all the messages

*Voice guide example*

All messages have been erased

- A long beep will sound

#### To turn AUTO ANSWER on or off

To turn AUTO ANSWER on (TAD/FAX mode),  
press **7**

To turn AUTO ANSWER off (TEL mode),  
press **9**

## Operating from a remote location

The following operations can be performed from a remote location using a touch tone telephone  
**Program the remote operation ID (feature #11 on page 69) and set the unit to TAD/FAX mode before going out (p 54)**

Dial key	Remote command	Page	Dial key	Remote command	Page
<b>[0]</b>	Skips the greeting message	61	<b>*[4]</b>	Erases a specific message	61
<b>[1]</b>	Repeats a message	60	<b>*[5]</b>	Erases all messages	61
<b>[2]</b>	Skips a message	60	<b>[8][0]</b>	Changes to TEL mode	61
<b>[4]</b>	New message playback	60	<b>[8][1]</b>	Turns ON message transfer	61
<b>[5]</b>	All message playback	60	<b>[8][2]</b>	Turns OFF message transfer	61
<b>[6]</b>	Room monitor	61	<b>[8][3]</b>	Turns ON pager call	61
<b>[7]</b>	Re-records a greeting message	61	<b>[8][4]</b>	Turns OFF pager call	61
<b>[9]</b>	Stops re-recording of a greeting message	61			

## Remote operation card

Please cut out and carry this card for assistance when using the remote operation

Mailbox Remote Operation		Notice of Remote Operation	
<ul style="list-style-type: none"> <li>■ <b>Recording a message in a mailbox</b> <ol style="list-style-type: none"> <li>1 Call your unit</li> <li>2 Press <b>[*]</b> and the mailbox no ( <b>[1]</b> or <b>[2]</b> )</li> <li>3 Leave a message</li> </ol> </li> <li>■ <b>Retrieving messages from a mailbox</b> <ol style="list-style-type: none"> <li>1 Call your unit</li> <li>2 Press <b>[*]</b> and the mailbox no ( <b>[1]</b> or <b>[2]</b> )</li> <li>3 Enter the mailbox password <b>[ ][ ]</b></li> <li>4 Press the remote command key (see the reverse side)                             <ul style="list-style-type: none"> <li>■ <b>[8][1]</b>, <b>[8][2]</b>, <b>[8][3]</b> and <b>[8][4]</b> cannot be used</li> </ul> </li> </ol> </li> </ul>	Fold here	<ul style="list-style-type: none"> <li>■ The remote operation is available only from a touch tone telephone when the unit is in TAD/FAX mode</li> <li>■ When the unit is in TEL mode, call your unit and wait for 10 rings. The answering device will temporarily answer the line. Enter the remote operation ID during the greeting message. The unit will switch to TAD/FAX mode</li> <li>■ When you press a key, press firmly</li> <li>■ To send a document, press <b>[*][9]</b>. When a fax tone is heard, start transmission</li> </ul>	

# Remote Operation

## Listening to recorded messages

**1** Call your unit from a remote touch tone telephone

**2** Enter the remote operation ID during TAD/FAX greeting playback

### When there are new messages

The voice guide will tell you the number of new messages and they will be played automatically

*Voice guide example*

*3 new messages*

- **To repeat a message:**

Press **[1]**

If you press **[1]** within 5 seconds of the beginning of a message, the previous message will be played

- **To skip a message:**

Press **[2]**

- **To repeat only the new messages:**

Press **[4]**

- **To listen to all the messages:**

Press **[5]**

### When there are no new messages

*No new messages*

Press **[5]** or wait for 4 seconds to listen to all the messages

### When voice memory is full

*Sorry, no more memory  
Please erase unnecessary  
messages*

Erase some or all of the messages (p 61)

### Answering Device Remote Operation

- 1 Call your unit
- 2 Enter the remote operation ID **[ ] [ ] [ ]** during the greeting message
  - The new messages will be played automatically
  - If there are no new messages, wait for 4 seconds. All the messages will be played back
- 3 Press the remote command key(s) within 10 seconds

Key	Remote command
<b>[0]</b>	Skips the greeting message
<b>[1]</b>	Repeats a message
<b>[2]</b>	Skips a message

Key	Remote command
<b>[4]</b>	New message playback
<b>[5]</b>	All message playback
<b>[6]</b>	Room monitor
<b>[7]</b>	Re-records a greeting message
<b>[9]</b>	Stops re-recording of a greeting message
<b>*[4]</b>	Erases a specific message
<b>*[5]</b>	Erases all messages
<b>[8][0]</b>	Changes to TEL mode
<b>[8][1]</b>	Turns ON message transfer
<b>[8][2]</b>	Turns OFF message transfer
<b>[8][3]</b>	Turns ON pager call
<b>[8][4]</b>	Turns OFF pager call

## Other remote operations

### ■ Erasing a specific message

Press **[\*] [4]** while listening to the message you want to erase

*Voice guide example*

*The message has been erased*

- A long beep will sound. The unit will then play back the next message

### ■ Erasing all the messages

Press **[\*] [5]** to erase all the messages

*All messages have been erased*

- A long beep will sound

### ■ Monitoring the room

Press **[6]** to monitor the sound for about 30 seconds in the room where the unit is installed

- After 30 seconds, a beep sounds. To continue monitoring, press **[6]** again within 10 seconds

### ■ Recording a marker message

You can leave an additional message

- 1 Wait for the voice guide

*All messages have been played*

- 2 Wait about 10 seconds

*Please leave your name and message after the beep*

3. Leave a message after the beep

### ■ Re-recording a greeting message

You can change the contents of the greeting messages for TAD/FAX mode

- 1 Press **[7]** to start recording

- A long beep will sound

- 2 Speak clearly up to 16 seconds

- If you pause for over 2 seconds, 6 beeps will sound and the recording will stop. Repeat from step 1 within 10 seconds

- 3 When finished recording, press **[9]**

- The new greeting message will be played

### ■ Skipping the greeting message

Press **[0]** during the greeting message playback

- The unit will skip the rest of the greeting message

### ■ Turning the message transfer on or off

You must program a transfer telephone number beforehand (feature #60 on page 74)

Press **[8] [1]** to turn ON the message transfer

*Message transfer is set  
Transfer phone number is 123*

Press **[8] [2]** to turn OFF the message transfer

*Message transfer is off*

- If a transfer telephone number is not programmed, you cannot turn this feature ON

*Transfer phone number is not set*

### ■ Turning the pager call on or off

You must program a pager number beforehand (feature #70 on page 75)

Press **[8] [3]** to turn ON the pager call

*Pager call is set  
Pager number is 098765432*

Press **[8] [4]** to turn OFF the pager call

*Pager call is off*

- If a pager number is not programmed, you cannot turn this feature ON

*Pager number is not set*

### ■ Changing the receive mode

Press **[8] [0]** to change the receive mode from TAD/FAX to TEL

- You cannot return to TAD/FAX mode in the same call. To return to TAD/FAX mode, see below

### ■ Returning to TAD/FAX mode

- 1 Call your unit and wait for 10 rings
  - The answering device will temporarily answer the call
- 2 Enter the remote operation ID during the greeting message
  - Your unit will switch to TAD/FAX mode

## How callers can leave you private messages

This unit has two mailbox memories. Your caller can leave a private message in a specific mailbox. Only the person who knows the password can retrieve a message from a mailbox. This feature is useful when you share this unit with other people.

### To use a mailbox

- 1 Record your own TAD/FAX greeting message (p. 55)

**Suggested message:** *"This is (your name). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak after the beep. To leave a private message, press [\*] and the desired mailbox number 1 or 2. Thank you."*

2. Record your own mailbox greeting message if necessary (p. 63)

**Suggested message:** *"This is (personal name). Please leave your name and message after the beep."*

- 3 Change the mailbox password if necessary

- For mailbox 1 password, see feature #51 on page 73
- For mailbox 2 password, see feature #52 on page 73

4. Set the unit to TAD/FAX mode (p. 54)

## How incoming messages are recorded in a mailbox

- 1 Call your unit from a remote touch tone telephone
  - The TAD/FAX greeting message will be played
- 2 Press [\*] and the desired mailbox number ([1] or [2])
  - A mailbox greeting message will be played
- 3 After the beep, leave a message

### Note:

- If the caller does not enter the mailbox number in step 2, the message will be recorded in the common memory.

## Recording your own mailbox greeting messages

The recording time is limited to 16 seconds for each mailbox

**Suggested message:** "This is (personal name) Please leave your name and message after the beep"

**1** Press **MENU**

Display SYSTEM SET UP  
PRESS NAVI [◀ ▶]

**2** For mailbox 1.  
Press **□**, then **5** **5**

BOX1 GREETING  
CHECK [±]

For mailbox 2:  
Press **□**, then **5** **6**

BOX2 GREETING  
CHECK [±]

**3** Press **+** or **-** to select "RECORD"

Example BOX1 GREETING  
RECORD [±]

**4** Press **SET**

Example BOX1 REC. 16s

**5** Speak clearly about 20 cm (8 inches) away from the microphone

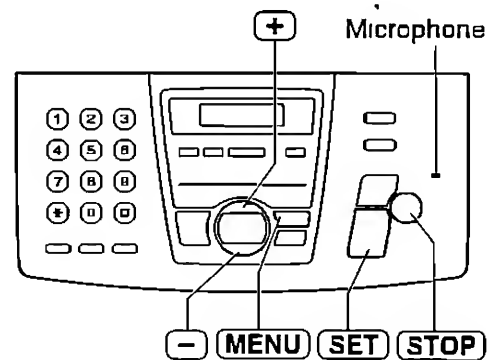
- The display will show the remaining recording time

Example BOX1 REC 15s

**6** When finished recording, press **STOP**

- The unit will repeat your message. Adjust the volume using **+** or **-**

**7** Press **MENU**



### To check the mailbox greeting message

- For mailbox 1  
Press **MENU**, **□** **5** **5**
- For mailbox 2  
Press **MENU**, **□** **5** **6**
- Press **+** or **-** to select "CHECK"
- Press **SET**
  - The unit will play the message
- Press **MENU**

### To erase your own mailbox greeting message

- For mailbox 1  
Press **MENU**, **□** **5** **5**
- For mailbox 2  
Press **MENU**, **□** **5** **6**
- Press **+** or **-** to select "ERASE"
- Press **SET**
  - Your own message will be erased
- Press **MENU**

## Listening to recorded messages using the base unit

**1** Press **▶** 2 times

Display

MAILBOX [+ -]

**2** Press **+** or **-** until the desired mailbox number is displayed

Example

NEW MESSAGES  
MAILBOX2 [±] 02



PRESS  
REC/ERASE/PLAY

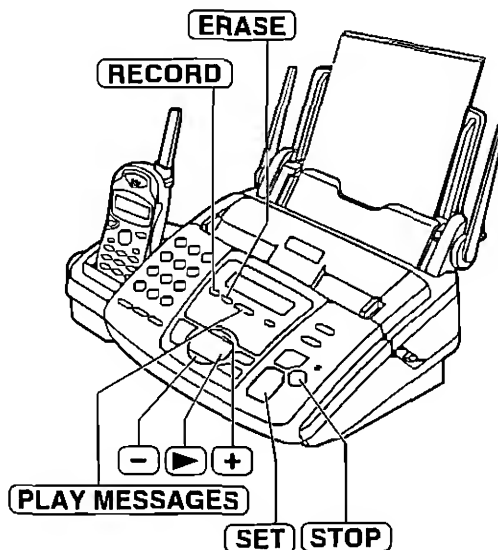
**3** Press **PLAY MESSAGES**

If you have programmed your own mailbox password, enter it

PASSWORD=

- Only the new recorded messages will be played
- If there are no new messages, the unit will play back all the recorded messages

**4** Press **STOP** to end the operation



### Note

- The following features can be used during playback. See page 57 for details
  - To repeat a message
  - To skip a message
  - To stop playback
  - To change the playback speed
  - To erase a specific message

### To record a memo message into a mailbox

**1.** Press **▶** 2 times

Display

MAILBOX [+ -]

**2** Press **+** or **-** until the desired mailbox number is displayed

Example

MAILBOX1 [±] 00



PRESS  
REC/ERASE/PLAY

**3** Press **RECORD**

- A long beep will sound

Example

BOX1 RECORDING

**4.** Speak clearly about 20 cm (8 inches) away from the microphone

**5** When finished recording, press **STOP**

### To erase all the messages in a mailbox

**1.** Press **▶** 2 times

**2** Press **+** or **-** until the desired mailbox number is displayed

Example

MAILBOX1 [±] 01



PRESS  
REC/ERASE/PLAY

**3** Press **ERASE**

BOX1 ERASE OK?  
YES SET/NO STOP

**4** Press **SET**



## Listening to recorded messages using the handset

**1** Press **PLAYBACK**

Example

Remote  
operation

**2** For mailbox 1  
Press **\* 1**

For mailbox 2:

Press **\* 2**

**3** Enter the mailbox password  
(default setting "555")

- The voice guide will tell you the number of new messages and they will be played automatically

*Voice guide example*

*3 new messages*

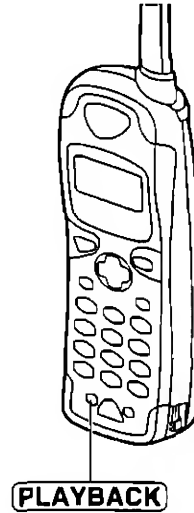
- To repeat only the new messages:

Press **4**

- To listen to all the messages:

Press **5**

**4** Press **PLAYBACK** to end the operation



### Note:

- The following features can be used during playback. See page 58 for details.
  - To repeat a message
  - To skip a message
  - To erase a specific message
  - To erase all the messages
- For the following, see page 58.
  - When there are no new recorded messages
  - When voice memory is full

## Listening to recorded messages from a remote location

**1** Call your unit from a remote touch tone telephone

**2** Press **\*** and the desired mailbox number (**1** or **2**) during TAD/FAX greeting playback

- If you have recorded your own mailbox greeting message, it will be played

**3** Enter the mailbox password (default setting "555")

- If you have programmed your own mailbox password, enter it instead of "555"

### Note:

- For details on remote operation, see pages 59–61. **8 1**, **8 2**, **8 3**, and **8 4** cannot be used

### To listen to messages in another memory after playback

Press **\*** and **0** (for the common memory), then enter the remote operation ID  
or

Press **\*** and the desired mailbox number (**1** or **2**), then enter the mailbox password

## Transferring recorded messages to another telephone

This feature allows your unit to call a designated telephone number each time an incoming voice message is recorded. You can retrieve the transferred message during the same call using the remote operation.

To use this feature, program the transfer telephone number first (feature #60 on page 74) and set the unit to TAD/FAX mode.

1. An incoming voice message is recorded in your unit.
2. Your unit calls the transfer telephone number.
3. Answer the call with the transfer telephone.
4. Your unit will play the transfer greeting message.

*Pre-recorded message*

*This is a telephone answering system  
Please enter your remote ID for remote operation*

- This message can be changed (see below).
5. Enter the remote operation ID (feature #11 on page 69).
  6. Retrieve the message using the remote operation (p. 59–61).

## Recording your own transfer greeting message

The recording time is limited to 16 seconds.

**Suggested message:** "This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for remote operation."

1. Press **MENU**.  
Display: SYSTEM SET UP  
PRESS NAVI [◀ ▶]
2. Press **□**, then **6** **1**.  
TRNS-GREETING  
CHECK [±]
3. Press **+** or **-** to select "RECORD".  
TRNS-GREETING  
RECORD [±]
4. Press **SET**.  
TRNS REC 16s
5. Speak clearly about 20 cm (8 inches) away from the microphone.
  - The display will show the remaining recording time.Example: TRNS REC 15s
6. When finished recording, press **STOP**.
  - The unit will repeat your message. Adjust the volume using **+** or **-**.
7. Press **MENU**.

### To check the transfer greeting message

1. Press **MENU**, **□** **6** **1**.
2. Press **+** or **-** to select "CHECK".
3. Press **SET**.
  - The unit will play the message.
4. Press **MENU**.

### To erase your own transfer greeting message

1. Press **MENU**, **□** **6** **1**.
2. Press **+** or **-** to select "ERASE".
3. Press **SET**.
  - Your own message will be erased.
4. Press **MENU**.
  - When transferring a call, the pre-recorded transfer greeting message will be played.

## Programming

The unit provides various programming features. Program the desired settings by referring to the programming tables (p. 68–75).

### General programming method

**1** Press **MENU**

Display

SYSTEM SET UP  
PRESS NAVI [◀ ▶]

**2** Select the feature you wish to program

**For basic features (p. 68, 69)**

Press **◀** or **▶** until the desired feature is displayed

**For advanced features (p. 70–75)**

Press **◀** or **▶** until the following is displayed,

ADVANCED MODE  
PRESS SET

then press **SET** and press **◀** or **▶** until the desired feature is displayed

- The current setting of the feature will be displayed

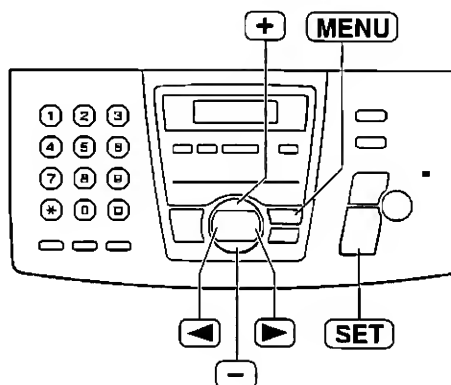
**3** Press **+** or **–** until the desired setting is displayed

- This step may be slightly different depending on the feature

**4** Press **SET**

- The setting you selected is set, and the next feature will be displayed

**5** To exit programming, press **MENU**



### Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and 2-digit number) instead of using **◀** or **▶** in step 2.

- 1 Press **MENU**
- 2 Press **#** and the 2-digit code number
- 3 Follow steps 3 to 5 above

- See programming tables for code numbers (p. 68–75)

### To cancel programming

Press **MENU** to exit the program

# Features Summary

## Basic features

### How to set menu options

1. Press **MENU**
2. Press **◀** or **▶** until the desired feature is displayed
3. Press **+** or **-** until the desired setting is displayed
4. Press **SET**
5. Press **MENU**

**Note:**

- Step 3 may be slightly different depending on the feature
- See page 67 for more details

### Programming table

Code	Feature & Display	Settings	How the unit operates
#01	<b>Setting the date and time</b> SET DATE & TIME PRESS SET	mm/dd/yy hh mm	See page 15 for details
#02	<b>Setting your logo</b> YOUR LOGO PRESS SET	(Up to 30 characters)	See page 16 for details
#03	<b>Setting your facsimile telephone number</b> YOUR FAX NO PRESS SET	(Up to 20 digits)	See page 18 for details
#04	<b>Printing the sending report</b> SENDING REPORT MODE=ERROR [±] To print and check the sending report for fax transmission results (p 39)	<b>ERROR</b>	"ERROR" The sending report will be printed only when fax transmission fails "ON" The sending report will be printed out after every transmission
		ON	
		OFF	
#06	<b>Changing the ring setting in TAD/FAX mode</b> TAD RING COUNT RINGS=2 [±] To change the number of rings before the unit answers a call in TAD/FAX mode	1, 2, 3, 4	This setting is also available after activating TAD/FAX mode See page 54 for details
		TOLL SAVER	
		RINGER OFF	
#06	<b>Changing the ring setting in FAX ONLY mode</b> FAX RING COUNT RINGS=3 [±] To change the number of rings before the unit answers a call in FAX ONLY mode	1, 2, 3, 4	This setting is also available after activating FAX ONLY mode (p 47)

(The default setting is in bold type )

# Features Summary

Code	Feature & Display	Settings	How the unit operates
#10	<b>Changing the incoming message recording time</b> <div>RECORDING TIME MODE=VOX [±]</div>	<b>VOX</b>	"VOX" Unlimited "1 MIN" Up to 1 minute
		1 MIN	
#11	<b>Setting the remote operation ID</b> <div>REMOTE TAD ID ID=111</div>	ID = 111	1 Follow steps 1 and 2 on page 68 2. Enter any 3-digit number except a number using 0 or 7 3. Press <b>SET</b> 4. Press <b>MENU</b>
#13	<b>Setting the dialing mode</b> <div>DIALING MODE MODE=TONE [±]</div> If you cannot dial, change the setting depending on your telephone line service	<b>TONE</b>	"TONE" For tone dial service "PULSE" For rotary pulse dial service
		PULSE	
#16	<b>Setting the recording paper size</b> <div>PAPER SIZE =LETTER [±]</div>	<b>LETTER</b>	"LETTER" Letter or legal size paper = Paper width is 216 mm (8½") "A4" A4 size paper = Paper width is 210 mm (8¼")
		A4	
#17	<b>Setting the ringer pattern</b> <div>RINGER PATTERN MODE=A [±]</div>	<b>A</b>	You can select the ringer pattern. The selected ringer pattern will sound during setting.
		B	
		C	

(The default setting is in bold type )

# Features Summary

## Advanced features

### How to set menu options

1. Press **MENU**
2. Press **◀** or **▶** until the following is displayed,

Display

ADVANCED MODE  
PRESS SET

then press **SET** and press **◀** or **▶** until the desired feature is displayed

3. Press **+** or **-** until the desired setting is displayed

4. Press **SET**

5. Press **MENU**

#### Note

- Step 3 may be slightly different depending on the feature
- See page 67 for more details

### Programming table

Code	Feature & Display	Settings	How the unit operates
#22	<b>Setting the journal report to print automatically</b> <div>AUTO JOURNAL MODE=ON [±]</div>	ON	"ON" The unit will print the journal report automatically after every 30 new fax communications (p 39)
		OFF	
#23	<b>Sending document overseas</b> <div>OVERSEAS MODE MODE=ERROR [±]</div> If you have difficulty sending an overseas fax, activate this feature before starting transmission. This feature makes sending documents easier as the transmission speed is slowed down.	NEXT FAX	"NEXT FAX" This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting "ERROR". When the previous fax transmission fails and you redial the same number. <ul style="list-style-type: none"> <li>■ This feature is not available for broadcast transmission</li> <li>■ The calling charge may be higher</li> </ul>
		ERROR	
		OFF	
#25	<b>Sending a fax at a specific time</b> <div>DELAYED SEND MODE=OFF [±]</div> This feature allows you to take advantage of low-cost calling hours offered by your telephone company. <ul style="list-style-type: none"> <li>■ The setting can be reserved to take place up to 24 hours in advance</li> </ul>	ON / fax no / hh mm	To send a document <ol style="list-style-type: none"> <li>1. Insert the document</li> <li>2. Follow steps 1 and 2 above</li> <li>3. Press <b>+</b> or <b>-</b> to select "ON"</li> <li>4. Press <b>SET</b></li> <li>5. Enter the fax number</li> <li>6. Press <b>SET</b></li> <li>7. Enter the transmission start time Press <b>*</b> to select "AM" or "PM"</li> <li>8. Press <b>SET</b></li> <li>9. Press <b>MENU</b></li> </ol> <ul style="list-style-type: none"> <li>■ To cancel after programming, press <b>STOP</b> then <b>SET</b></li> </ul>
		OFF	
#26	<b>Setting the Caller ID list to print automatically</b> <div>AUTO CALL LIST MODE=ON [±]</div>	ON	"ON" The unit will print the Caller ID list automatically after every 30 new calls (p 31)
		OFF	

(The default setting is in bold type)

# Features Summary

Code	Feature & Display	Settings	How the unit operates																							
#30	<b>Changing the silent fax recognition ring setting</b> <div>SILENT FAX RING RINGS=3 [±]</div> To change the number of rings when the unit detects a phone call in TEL/FAX mode	3, 4, 5, 6	See pages 48 and 49 for details																							
	#31	<b>Setting the Distinctive Ring pattern</b> <div>RING DETECTION MODE=B [±]</div>		A, B, C, D	See page 51 for details																					
		OFF																								
#34	<b>Setting the quick scan</b> <div>QUICK SCAN MODE=OFF [±]</div> To scan the document into memory before sending/copying This is helpful when you want to remove the document for other uses	ON	"ON" The unit will store the documents first and release them ■ If the document exceeds the memory capacity (p 92), sending/copying will be canceled and this feature will be turned off automatically																							
		OFF																								
#36	<b>Receiving other size documents</b> <div>RCV REDUCTION MODE=92% [±]</div> If the size of the document sent by the other party is as large as, or larger than the recording paper, the unit can reduce and print the document Select the desired reduction rate	100%	<table><tr><th>Setting</th><th>Recording paper</th><th>Original document</th></tr><tr><td rowspan="2">100%</td><td>Legal</td><td>Letter, A4</td></tr><tr><td>A4</td><td>Letter</td></tr><tr><td rowspan="2">92%</td><td>Letter</td><td>Letter</td></tr><tr><td>Legal</td><td>Legal</td></tr><tr><td rowspan="2">86%</td><td>A4</td><td>A4</td></tr><tr><td>Letter</td><td>A4</td></tr><tr><td rowspan="2">72%</td><td>Letter</td><td>Legal</td></tr><tr><td>A4</td><td>Legal</td></tr></table>	Setting	Recording paper	Original document	100%	Legal	Letter, A4	A4	Letter	92%	Letter	Letter	Legal	Legal	86%	A4	A4	Letter	A4	72%	Letter	Legal	A4	Legal
		Setting	Recording paper	Original document																						
		100%	Legal	Letter, A4																						
			A4	Letter																						
		92%	Letter	Letter																						
			Legal	Legal																						
		86%	A4	A4																						
Letter	A4																									
72%	Letter	Legal																								
	A4	Legal																								
#39	<b>Changing the display contrast</b> <div>LCD CONTRAST MODE=NORMAL [±]</div>	NORMAL	"NORMAL" For normal contrast "DARKER" Used when the display contrast is too light																							
		DARKER																								

(The default setting is in bold type )

# Features Summary

## Advanced features (cont.)

### How to set menu options

1. Press **MENU**
2. Press **◀** or **▶** until the following is displayed,

Display ADVANCED MODE  
PRESS SET

then press **SET** and press **◀** or **▶** until the desired feature is displayed

3. Press **+** or **-** until the desired setting is displayed

4. Press **SET**

5. Press **MENU**

#### Note:

- Step 3 may be slightly different depending on the feature
- See page 67 for more details

### Programming table (cont.)

Code	Feature & Display	Settings	How the unit operates
#41	<b>Changing the fax activation code</b> <span style="border: 1px solid black; padding: 2px;">FAX ACTIVATION MODE=ON [±]</span> If you use an extension telephone and wish to use it to receive a fax, activate this feature, and enter the code (p 50)	ON / CODE= * 9	1 Follow steps 1 and 2 above 2. Press <b>+</b> or <b>-</b> to select "ON" 3. Press <b>SET</b> 4 Enter your code from 2 to 4 digits, using 0-9 and * 5 Press <b>SET</b> 6 Press <b>MENU</b> ■ Do not enter "0000"
		OFF	
#42	<b>Setting the message alert</b> <span style="border: 1px solid black; padding: 2px;">MESSAGE ALERT MODE=OFF [±]</span> To alert you with beeps when a new voice message is recorded	ON	If you hear slow beeps, listen to recorded messages (p 57, 58) The beeps will stop
		OFF	
#43	<b>Setting the recording time alert</b> <span style="border: 1px solid black; padding: 2px;">REC TIME ALERT MODE=OFF [±]</span> To alert you with beeps when there is less than 60 seconds of remaining recording time	ON	If you hear slow beeps, erase the recorded messages (p 57, 58, 64) The beeps will stop
		OFF	
#44	<b>Setting the memory reception alert</b> <span style="border: 1px solid black; padding: 2px;">RECEIVE ALERT MODE=ON [±]</span> To alert you with a beeping sound when a document which has been received is stored into memory due to some existing problem	ON	If you are alerted by a slow beeping sound, clear the printing problem and make sure the unit is supplied with enough paper to print the stored document The beeps will stop
		OFF	

(The default setting is in bold type )



# Features Summary

Code	Feature & Display	Settings	How the unit operates
#46	<b>Setting the friendly reception</b> <div>FRIENDLY RCV MODE=ON [±]</div> <p>To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep)</p>	ON	"ON" You do not have to press <b>FAX/START</b> for fax reception
		OFF	
#47	<b>Setting the fax voice guidance</b> <div>FAX GUIDANCE MODE=ON [±]</div> <p>If you wish to hear the voice guidance (see right) at each fax transmission/reception, set this feature to "ON"</p> <ul style="list-style-type: none"> <li>To hear the voice guidance only when fax transmission/reception fails, select "ERROR"</li> </ul>	ON	Voice guidance examples "Start transmission" "Transmission is complete" "Transmission has failed" "Transmission has been interrupted" "Start reception" etc
		OFF	
		ERROR	
#51	<b>Setting the mailbox 1 password</b> <div>BOX1 PASSWORD ID=</div> <p>If you wish to prevent other users from retrieving messages, program a password for mailbox 1</p>	ID=555	1 Follow steps 1 and 2 on page 72 2 Enter a 3-digit number except a number using digits 0 or 7 3. Press <b>SET</b> 4 Press <b>MENU</b>
#52	<b>Setting the mailbox 2 password</b> <div>BOX2 PASSWORD ID=</div> <p>If you wish to prevent other users from retrieving messages, program a password for mailbox 2</p>	ID=555	1. Follow steps 1 and 2 on page 72 2. Enter a 3-digit number except a number using digits 0 or 7 3. Press <b>SET</b> 4. Press <b>MENU</b>
#54	<b>Changing the recording time for your own TAD/FAX greeting message</b> <div>GREETING TIME MODE=16s [±]</div>	16s	"16s" Up to 16 seconds "60s" Up to 60 seconds <ul style="list-style-type: none"> <li>See page 55 for details</li> </ul>
		60s	
#55	<b>Greeting message for mailbox 1 (checking, recording or erasing)</b> <div>BOX1 GREETING CHECK [±]</div>	CHECK	See page 63 for details
		RECORD	
		ERASE	
#56	<b>Greeting message for mailbox 2 (checking, recording or erasing)</b> <div>BOX2 GREETING CHECK [±]</div>	CHECK	See page 63 for details
		RECORD	
		ERASE	

(The default setting is in bold type)

# Features Summary

## Advanced features (cont.)

### How to set menu options

1. Press **[MENU]**
2. Press **[◀]** or **[▶]** until the following is displayed,

Display 

ADVANCED MODE PRESS SET
----------------------------

then press **[SET]** and press **[◀]** or **[▶]** until the desired feature is displayed

3. Press **[+]** or **[-]** until the desired setting is displayed

4. Press **[SET]**

5. Press **[MENU]**

#### Note

- Step 3 may be slightly different depending on the feature
- See page 67 for more details

### Programming table (cont.)

Code	Feature & Display	Settings	How the unit operates
#60	<b>Setting the message transfer</b> <div>MESSAGE TRANS MODE=OFF [±]</div> To transfer a recorded incoming message to another telephone (p 66)	ON	<ol style="list-style-type: none"><li>1 Follow steps 1 and 2 above</li><li>2. Press <b>[+]</b> or <b>[-]</b> to select "ON"</li><li>3. Press <b>[SET]</b></li><li>4. Enter the transfer telephone number</li><li>5 Press <b>[SET]</b></li><li>6. Press <b>[MENU]</b></li></ol> <ul style="list-style-type: none"><li>■ This feature can be turned on/off from a remote location (p 61)</li></ul>
		OFF	
#61	<b>Transfer greeting message</b> (checking, recording or erasing) <div>TRNS-GREETING CHECK [±]</div>	CHECK	See page 66 for details
		RECORD	
		ERASE	
#67	<b>Setting the incoming message monitor</b> <div>ICM MONITOR MODE=ON [±]</div> To hear an incoming message (ICM) from the speaker when the answering device is recording the message	ON	If you select "OFF", you cannot monitor the incoming message
		OFF	

(The default setting is in bold type)

# Features Summary

Code	Feature & Display	Settings	How the unit operates
#70	<b>Calling your pager</b> <div>PAGER CALL MODE=OFF [±]</div> <p>If you have a pager and wish to know when your unit receives a fax or an incoming message, activate this feature</p>	ON	See page 50 for details
		OFF	
#76	<b>Setting the connecting tone</b> <div>CONNECTING TONE MODE=ON . [±]</div> <p>If you often have trouble when sending a fax, this feature allows you to hear connecting tones fax tone, ring back tone and busy tone</p>	ON	<p>You can confirm the status of the other party's machine</p> <ul style="list-style-type: none"> <li>■ If the ring back tone continues, the other party's machine may not be a facsimile or may have run out of paper Check with the other party</li> <li>■ The connecting tone volume cannot be adjusted</li> </ul>
		OFF	
#77	<b>Changing the receiving mode in the AUTO ANSWER setting</b> <div>AUTO ANSWER MODE=TAD/FAX [±]</div>	TAD/FAX	"TAD/FAX" Telephone Answering Device/Facsimile mode (p 54)
		FAX ONLY	"FAX ONLY" Facsimile only mode (p 47)
		TEL/FAX	"TEL/FAX" Telephone/Facsimile mode (p 48, 49)
#78	<b>Changing the TEL/FAX delayed ring setting</b> <div>TEL/FAX RING RINGS=2 [±]</div> <p>If you use an extension telephone in TEL/FAX mode, select the desired number of rings of the extension telephone</p>	1, 2, 3, 4	See pages 48 and 49 for details
#80	<b>Resetting on advanced features to their default settings</b> <div>SET DEFAULT RESET=NO [±]</div>	YES	<p>1 Follow steps 1 and 2 on page 74</p> <p>2 Press <b>+</b> or <b>-</b> to select "YES"</p>
		NO	<p>3. Press <b>SET</b></p> <p>4. Press <b>SET</b> again</p> <p>5 Press <b>MENU</b></p>

(The default setting is in bold type )

## Reports

---

---

If your unit cannot send a fax, check the following

- the number you dialed is correct,
- the other party's machine is a facsimile

If the problem remains, correct it by following the communication message printed on the sending and journal reports (p 39)

### COMMUNICATION ERROR

(CODE 40–42, 46–52, 58, 65, 68, 72, FF)

- A transmission or reception error occurred  
Try again or check with the other party

### COMMUNICATION ERROR

(CODE: 43, 44)

- A line problem occurred Connect the telephone line cord to a different jack and try again
- An overseas transmission error occurred  
Try using the overseas mode of feature #23 (p 70)

### DOCUMENT JAMMED

- The document is jammed Remove the jammed document (p 85)

### ERROR-NOT YOUR UNIT

(CODE 54, 59, 70)

- A transmission or reception error occurred because of a problem with the other party's fax machine Check with the other party

### MEMORY FULL

- The memory is full of received documents due to a lack of recording paper Install paper

### NO DOCUMENT

- The document was not fed into the unit properly Reinsert the document and try again

### OTHER FAX NOT RESPONDING

- The other party's fax machine is busy or has run out of recording paper Try again
- The document was not fed properly  
Reinsert the document and try again
- The other party's fax machine rings too many times Send the fax manually (p 38)
- The other party's machine is not a facsimile Check with the other party
- The number you dialed is not in service

### PRESSED THE STOP KEY

- **STOP** was pressed and fax communication was canceled

### OK

- Fax communication was successful

## Display

If the unit detects a problem, one or more of the following messages will appear on the display

### Base unit

Display message	Cause & solution
CALL SERVICE CALL SERVICE2	<ul style="list-style-type: none"><li>There is something wrong with the unit. Contact our service personnel.</li></ul>
CHECK DOCUMENT	<ul style="list-style-type: none"><li>The document was not fed into the unit properly. Reinsert the document. If misfeeding occurs frequently, clean the document feeder rollers (p. 86) and try again.</li></ul>
CHECK MEMORY	<ul style="list-style-type: none"><li>The memory (telephone numbers, parameters, etc.) has been erased. Re-program.</li></ul>
CHECK PAPER	<ul style="list-style-type: none"><li>The recording paper is not installed or the unit has run out of paper. Install paper and press <b>SET</b> to clear the message.</li><li>The recording paper is not fed into the unit properly. Reinstall paper (p. 13) and press <b>SET</b> to clear the message.</li><li>The recording paper has jammed near the recording paper entrance. Clear the jammed paper (p. 84) and press <b>SET</b> to clear the message. Do not install folded or heavily curled paper.</li></ul>
COVER OPEN ↑ CHECK FILM	<ul style="list-style-type: none"><li>The covers are open. Close them.</li><li>The ink film is empty. Replace the ink film with a new one (p. 11).</li><li>The ink film is not installed. Install it (p. 11).</li><li>The ink film is slack. Tighten it (see step 7 on page 12).</li></ul>
DIRECTORY FULL	<ul style="list-style-type: none"><li>There is no space to store new items in the directory. Erase unnecessary items (p. 29).</li></ul>
FAX IN MEMORY	<ul style="list-style-type: none"><li>The unit has a document in memory. See the other displayed message instructions to print out the document.</li></ul>
FAX MEMORY FULL	<ul style="list-style-type: none"><li>The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.</li><li>When performing memory transmission, the document being stored exceeds the memory capacity of the unit. Transmit the entire document manually.</li></ul>
MEMORY FULL	<ul style="list-style-type: none"><li>When making a copy, the document being stored exceeds the memory capacity of the unit. Press <b>STOP</b> to clear the message. Divide the document into sections.</li></ul>
MESSAGE FULL	<ul style="list-style-type: none"><li>There is no room left in memory to record a voice message. Erase unnecessary messages (p. 57, 58, 64).</li></ul>

(continued)

# Error Messages

Display message	Cause & solution
MODEM ERROR	<ul style="list-style-type: none"> <li>There is something wrong with the modem circuit. Contact our service personnel.</li> </ul>
NO FAX REPLY	<ul style="list-style-type: none"> <li>The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
PAPER JAMMED	<ul style="list-style-type: none"> <li>A recording paper jam occurred. Clear the jammed paper (p. 84).</li> </ul>
PLEASE WAIT	<ul style="list-style-type: none"> <li>The unit is checking that there is no slack on the ink film. Wait for a while.</li> </ul>
REDIAL TIME OUT	<ul style="list-style-type: none"> <li>The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
REMOVE DOCUMENT	<ul style="list-style-type: none"> <li>The document is jammed. Remove the jammed document (p. 85).</li> <li>Attempted to transmit a document longer than 600 mm. Press <b>(STOP)</b> to remove the document. Divide the document into two or more sheets and try again.</li> </ul>
TRANSMIT ERROR	<ul style="list-style-type: none"> <li>A transmission error occurred. Try again.</li> </ul>
UNIT OVERHEATED	<ul style="list-style-type: none"> <li>The unit is too hot. Let the unit cool down.</li> </ul>

## Handset

Display message	Cause & solution
Directory full	<ul style="list-style-type: none"> <li>There is no space to store new items in the directory. Erase unnecessary items (p. 29).</li> </ul>
No link to base Place on cradle and try again.	<ul style="list-style-type: none"> <li>The handset has lost communication with the base unit. Move closer and try again.</li> <li>Lay the handset on the base unit and try again.</li> <li>The power cord is disconnected. Plug in the power cord.</li> </ul>
Not available	<ul style="list-style-type: none"> <li><b>(V)</b>, <b>(▲)</b>, <b>(▶)</b>, <b>(FLASH/CALL WAIT/PLAYBACK)</b> or <b>(INTERCOM/CLR)</b> was pressed while the base unit was in use.</li> </ul>
Please lift up and try again	<ul style="list-style-type: none"> <li><b>(V)</b>, <b>(▲)</b>, <b>(◀)</b> or <b>(▶)</b> was pressed while the handset was on the base unit. Lift the handset and press the button again.</li> </ul>
Save error	<ul style="list-style-type: none"> <li>While programming, the handset has lost communication with the base unit. Move closer to the base unit.</li> </ul>

## When a function does not work, check here before requesting help

### General

#### I cannot make and receive calls

- The power cord or telephone line cord is not connected. Check the connections (p 14)
- If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter

#### I cannot make calls.

- The dialing mode setting is wrong. Change the setting of feature #13 (p 69)

#### The unit does not work

- Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company

#### The unit does not ring.

- The ringer volume is set to off. Adjust it (p 21)
- The ring setting of feature #06 is set to "RINGER OFF". Change to another ring setting (p 68)

#### The unit displays the following though the paper is inserted

CHECK PAPER

- The paper is inserted halfway. Insert it correctly (p 13) and press **(SET)** to clear the message

(continued)

#### The other party complains they only hear a fax tone and cannot talk.

- FAX ONLY mode is set. Tell the other party the number is only used for faxes
- Change to TAD/FAX mode (p 54), TEL mode (p 46) or TEL/FAX mode (p 48)
- If you use a distinctive ring service, turn AUTO ANSWER off so that the fax machine is in TEL mode
- If you use a distinctive ring service, make sure you have set the same ring pattern assigned by the telephone company (p 51)

#### The **(REDIAL/PAUSE)** button does not function properly.

- If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed

#### The receiving mode does not function properly.

- A Distinctive Ring pattern of feature #31 is set (p 51)
- TEL/FAX mode is set (p 48, 49)

#### During programming, I cannot enter the code, ID number or password

- All or part of the numbers are the same. Change the number. feature #11 (p 69), #41 (p 72), #51 and #52 (p 73)

#### The ink film runs out quickly.

- The HELP printing function, copy function, and reports also use ink film

(continued)

## General (cont.)

The unit beeps.

- Recording paper or ink film has run out  
Press **(STOP)** to stop the beeps and install paper/ink film

Whenever I try to retrieve my voice mail messages, the retrieval is interrupted by the fax tone

- You are probably entering \*98 or \*99 to retrieve your messages \*9 is the default setting for the fax activation code. If you use a voice mail service, set the fax activation feature to off or reprogram the activation code (feature #41 on page 72)

The speakerphone is not working

- Use the speakerphone in a quiet room
- If you have difficulty hearing the other party, adjust the volume using **(+)** or **(-)**

The **(LOCATOR/INTERCOM)** button does not function

- The handset is too far from the base unit
- The handset is engaged in an outside call

While having an intercom call, a series of tones are heard.

- Someone is calling you from outside  
Press **(TALK)** or **(DIGITAL SP-PHONE)** to answer the outside call. The intercom call will be terminated

## Cordless handset

The handset does not work

- Make sure that the battery is installed correctly (p. 85)
- Charge the battery fully (p. 20)
- Clean the charge contacts and charge again (p. 20)

The handset does not ring

- The ringer volume is set to off. Press **(▲)** in step 4 on page 21

(continued)

The display shows the following and an alarm tone sounds when I press **(TALK)**, **(INTERCOM/CLR)** or **(FLASH/CALL WAIT/PLAYBACK)**

No link to base  
Place on cradle  
and try again

- The handset is too far from the base unit  
Move closer and try again
- Lay the handset on the base unit and try again
- The power cord is disconnected. Plug in the power cord

Static, sound cuts in/out, fades  
Interference from other electrical units

- Locate the handset and the base unit away from other electrical appliances
- Move closer to the base unit
- Press **(CH)** to select a clear channel
- Raise the base unit antennas

The handset stops working while being used

- Place the handset on the base unit, and disconnect the power cord to reset the unit. Connect the power cord, and try again

I cannot store a name and telephone number in the directory

- You cannot store a name and number while the unit is in the talk or intercom mode
- Do not pause for over 60 seconds while storing

While storing a name and telephone number in the directory, the handset starts to ring.

- To answer a call, press **(TALK)**. The program will be canceled. Store the name and number again

I cannot redial by pressing **(REDIAL/PAUSE)**

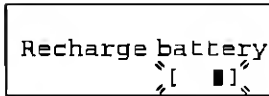
- If the last number dialed was more than 32 digits long, the number will not be redialed

(continued)



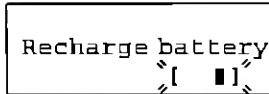
## Cordless handset (cont.)

The handset beeps intermittently and/or the following is displayed.



- Charge the battery fully (p 20)

I charged the battery fully, but the following is still displayed





- Clean the charge contacts and charge again (p 20)
- It is time to replace the battery (p 85)

I cannot receive documents by pressing **FAX RECEIVE** on the handset

- Press **FAX RECEIVE** until a single beep is heard
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper

The handset display is blank.

- The handset is in the standby mode. Press  or  to turn the display on

The handset display is still blank after pressing , ,  or 

- Charge the battery fully (p 20)

The handset display goes to the standby mode while viewing the caller information

- Do not pause for over 60 seconds while searching
- **DIGITAL SP-PHONE** was pressed

## Fax – sending

I cannot send documents

- The other party's fax machine is busy or has run out of recording paper. Try again
- The other party's machine is not a facsimile. Check with the other party
- The other party's fax machine rings too many times. Send the fax manually (p 38)

(continued)

The other party complains that letters on their received document are distorted or not clear

- If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services
- The extension telephone on the same line is off the hook. Hang up the extension telephone and try again
- Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine

The other party complains that dirty patterns or black lines appear on their received document.

- The glass or rollers are dirty. Clean them (p 86)

I cannot send a fax overseas

- Use the overseas transmission mode of feature #23 (p 70)
- Add two pauses at the end of the telephone number or dial manually

## Fax – receiving

I cannot receive documents

- When you have a single telephone line and subscribe to a telephone company's voice mail service, you must also subscribe to the Distinctive Ring Service (p 51)

I cannot receive documents automatically

- The receiving mode is set to TEL mode. Set to TAD/FAX mode (p 54), FAX ONLY mode (p 47) or TEL/FAX mode (p 48)
- The time taken to answer the call is too long. Decrease the number of rings feature #06 (p 68), #30 (p 71) and #78 (p 75)
- The greeting message is too long. Shorten the message (p 55)

(continued)

## Fax – receiving (cont.)

The display shows the following, but faxes are not received.

CONNECTING . . .

- The incoming call is not a fax. Change the receiving mode to TEL mode (p. 46) or TAD/FAX mode (p. 54).

### A blank sheet is ejected.

- If a blank sheet is ejected after the received document is printed out, the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (p. 71).
- The other party placed the document in their fax machine the wrong way. Check with the other party.

### A white line or a dirty pattern appears on your recording paper.

- The glass or rollers are dirty. Clean them (p. 86).

### The printing quality is poor.

- The other party sent a faint document. Ask them to send a clearer copy of the document.
- The thermal head is dirty. Clean it (p. 87).
- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as Hammermill Jet Print for clearer printing.

### I cannot receive documents by pressing **FAX RECEIVE** on the handset.

- Press **FAX RECEIVE** until a single beep is heard.
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.

### The other party complains that they cannot send a document.

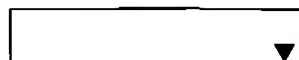
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (p. 13) or clear the jammed paper (p. 84).

## Receiving mode

I cannot select the desired receiving mode.

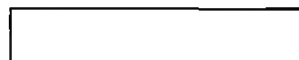
- If you want to set TAD/FAX, FAX ONLY or TEL/FAX mode
  - select the desired mode using feature #77 (p. 75), and
  - press **AUTO ANSWER** to turn ON the arrow (▼) located on the right of the display.

Display



ON

- If you want to set TEL mode
  - press **AUTO ANSWER** to turn OFF the arrow (▼) located on the right of the display.



ON

### The other party complains that they cannot send a document.

- The unit is not in AUTO ANSWER mode. Press **AUTO ANSWER** to turn ON the arrow (▼) located on the right of the display.

## Copying

### The unit does not make a copy.

- You cannot make a copy during programming. Make the copy after programming or stop programming.

### A black line, a white line or a dirty pattern appears on the copied document.

- The glass or rollers are dirty. Clean them (p. 86).

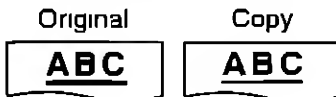
### The copied image is distorted.

- The thermal head is dirty. Clean it (p. 87).

(continued)

## Copying (cont.)

The printing quality is poor



- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as Hammermill Jet Print for clearer printing.

## Answering device

**I cannot retrieve recorded messages from a remote location.**

- Press the remote operation ID correctly and firmly (p. 60).

**Messages in the mailbox do not play back.**

- The mailbox password is wrong. Enter the correct password.
  - For mailbox 1 password, see feature #51 on page 73.
  - For mailbox 2 password, see feature #52 on page 73.

(continued)

**The other party complains that they cannot leave a voice message.**

- The memory is full. Erase unnecessary messages (p. 57, 58, 64).

**While operating the answering device from the handset, a series of tones is heard.**

- Someone is calling you from outside. Press **TALK** to answer the outside call. The remote operation will be terminated.

**I cannot operate the answering device with the handset.**

- Someone is operating the answering device.
- You are too far from the base unit. Move closer to the base unit.

## If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If the delayed transmission (feature #25 on page 70) is programmed and the start time is passed during a power failure, transmission will be attempted soon after power is restored.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

## Recording paper jam

If the unit does not eject any recording paper during fax reception or copying, the recording paper has jammed and the display will show the following

Display PAPER JAMMED

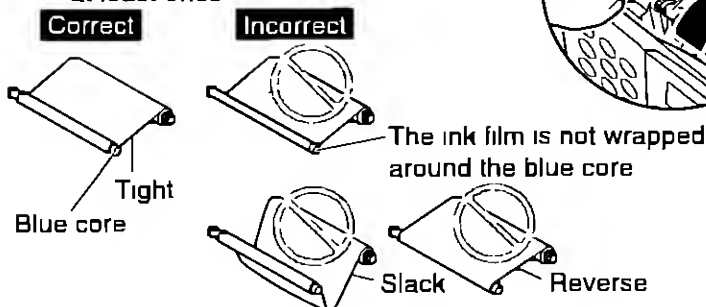
- 1** Open the front cover by pulling up the center part

- 2** Push the back cover open button (green) on the right side of the unit  
OR  
Push the back cover open lever (green) inside of the unit

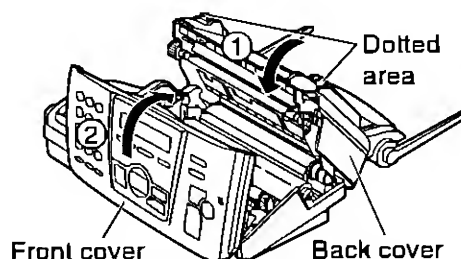
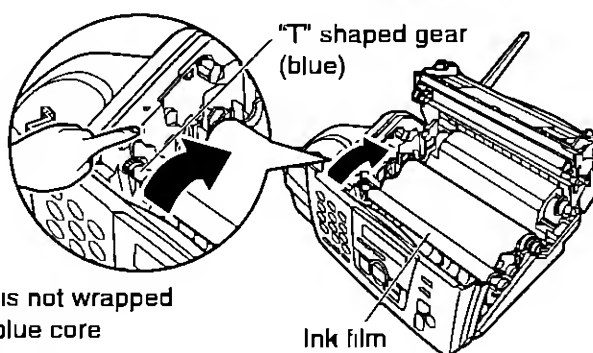
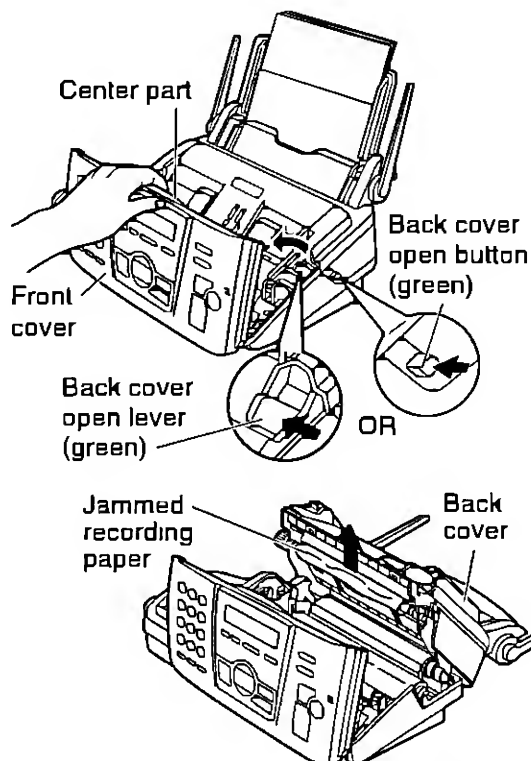
- 3** Open the back cover

- 4** Remove the jammed recording paper

- 5** Turn the "T" shaped gear (blue) in the direction of the arrow
  - Make sure that the ink film is wrapped around the blue core at least once



- 6** Close the back cover securely by pushing down on the dotted area at both ends (①)  
Close the front cover securely (②)



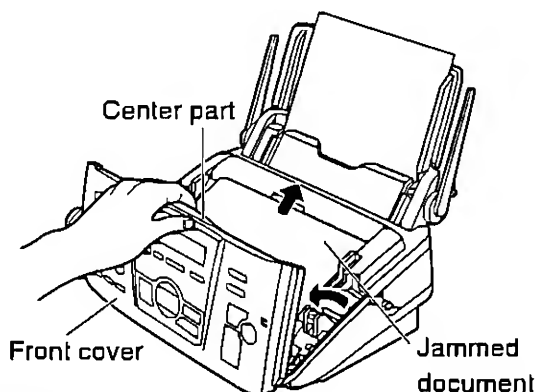
## Document jams – sending

If the unit does not release the document during feeding, remove the jammed document as follows

- 1 Open the front cover by pulling up the center part
- 2 Remove the jammed document carefully
- 3 Close the front cover securely

### Note.

- Do not pull out the jammed paper forcibly before opening the front cover

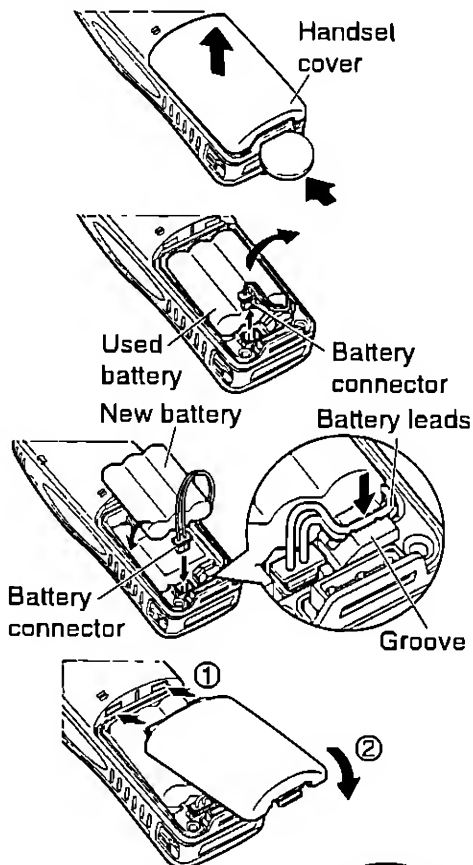


## Replacing the handset battery

Replace the battery with a new **Panasonic rechargeable battery Model No. P-P510**. See page 8 for accessory information

To prevent memory loss, replace the battery within 3 minutes.

- 1 Carefully insert a flat metal object in the slot, and push forward to release the lock. Remove the handset cover off the handset
- 2 Disconnect the battery connector and remove the used battery
- 3 Connect the battery connector of the new battery, and insert the battery into the handset. Place the battery leads inside the groove
- 4 Replace the handset cover on the handset
  - Be sure to charge the new battery for about 6 hours before use (p. 20)



### Attention

- A nickel cadmium battery that is recyclable, powers the product you have purchased. At the end of its useful life, under various state and local laws, it is illegal to dispose of this battery into your municipal waste stream. Please call 1-800-8-BATTERY for information on how to recycle this battery.



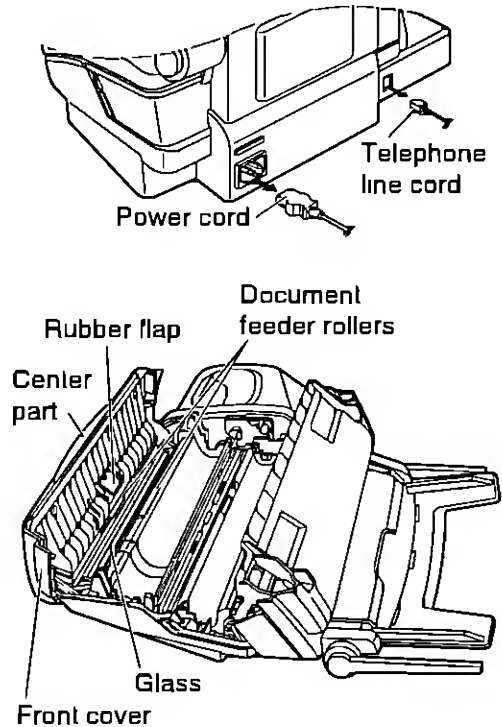
## Document feeder

If misfeeding occurs frequently or if dirty patterns or black bands appear on a transmitted document or on the original of a copied document, clean the document feeder

- 1** Disconnect the power cord and the telephone line cord.
- 2** Open the front cover by pulling up the center part
- 3** Clean the document feeder rollers and rubber flap with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly
- 4** Clean the glass with a soft and dry cloth
- 5** Close the front cover securely
- 6** Connect the power cord and the telephone line cord

### Caution

- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.



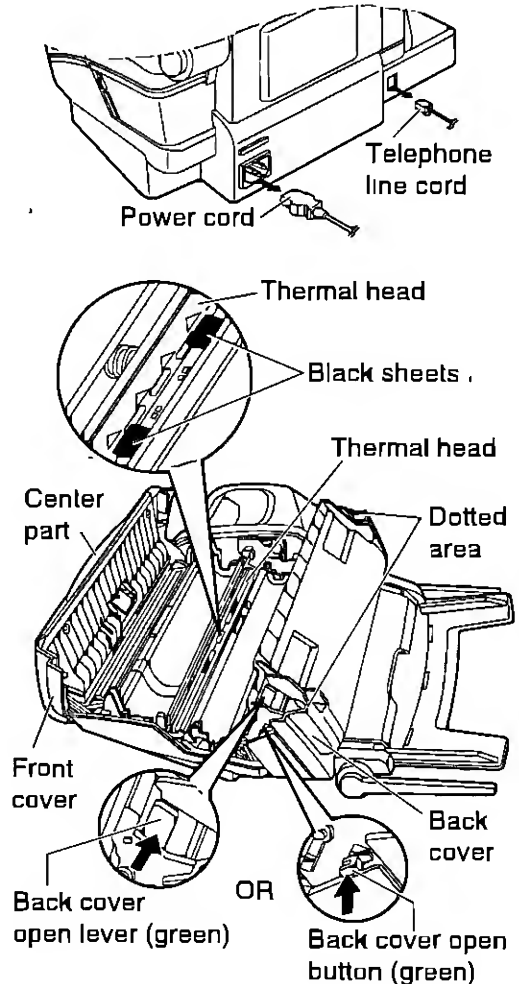
## Thermal head

If dirty patterns or black or white bands appear on a copied or received document, check whether there is dust on the thermal head and clean the thermal head to remove the dust

- 1** Disconnect the power cord and the telephone line cord.
- 2** Open the front cover by pulling up the center part
- 3** Open the back cover by pushing the back cover open button (green) or pushing the back cover open lever (green)
- 4** Clean the thermal head with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly
  - **Do not touch the black sheets on the thermal head.**
- 5** Close the back cover securely by pushing down on the dotted area at both ends. Close the front cover securely
- 6** Connect the power cord and the telephone line cord

### Caution:

- To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.



# Printed Reports

## Reference lists and reports

You can print out the following lists and reports for your reference

**Setup list:** provides you with the current settings of the basic and advanced programming features (p 68–75)

**Telephone number list:** provides you with names and telephone numbers which are stored in the directory

**Journal report:** keeps records of fax transmission and reception. This report will be printed automatically after every 30 fax communications (p 39)

**Printer test list:** allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the thermal head (p 87)

**Broadcast programming list:** provides you with items which are stored in the broadcast feature (p 41)

**Caller ID list:** keeps records of the last 30 callers after subscribing to a Caller ID service. This report will be printed automatically after every 30 callers (p 31)

- 1** Press **(MENU)** repeatedly until the following is displayed

Display

PRINT REPORT  
PRESS NAVI [◀ ▶]

- 2** Press **(◀)** or **(▶)** until the desired item is displayed

SETUP LIST  
PRESS SET

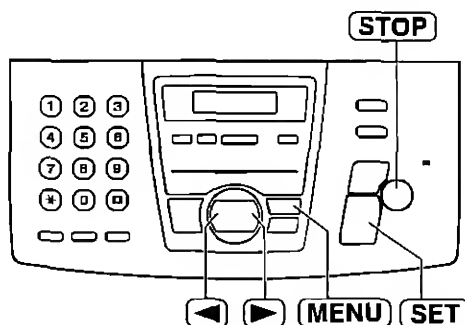
TEL NO LIST  
PRESS SET

JOURNAL REPORT  
PRESS SET

PRINTER TEST  
PRESS SET

BROADCAST LIST  
PRESS SET

CALLER ID LIST  
PRESS SET



- 3** Press **(SET)** to start printing

PRINTING

- To stop printing, press **(STOP)**
- After printing, the printed item will be displayed

- 4** Press **(MENU)**



## List of FCC requirements and information

If required by the telephone company, inform them of the following

- FCC Registration No  
(found on the rear of the unit)
- Ringer Equivalence No  
(found on the rear of the unit)
- The particular telephone line to which the equipment is connected

This unit must not be connected to a coin operated line. If you are on a party line, check with your local telephone company.

### Ringer Equivalence Number (REN)

This REN is useful in determining the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most but not all areas, the sum of the REN's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer, if possible, that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service providing that they

- a) Promptly notify the customer
- b) Give the customer an opportunity to correct the problem with their equipment
- c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

### CAUTION:

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

When programming emergency numbers and/or making test calls to emergency numbers

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning or late evenings.

This telephone provides magnetic coupling to hearing aids.

### NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received,

including interference that may cause undesired operation. Privacy of communications may not be ensured when using this phone.

### CAUTION:

To comply with FCC RF exposure requirements, the base unit should be installed with its antenna located at 20 cm or more from persons and handset should be carried with the specific belt-clip provided for the handset to ensure compliance. Other non-tested belt-clips or similar body-worn accessories may not comply, therefore, should be avoided.

# Limited Warranty

Have any questions? For in warranty support, CALL 1-800-HELP-FAX (1-800-435-7329) on operating the unit, getting repair service, and/or getting supplies

**Panasonic Consumer Electronics Company,  
Division of Matsushita Electric Corporation  
of America**

One Panasonic Way,  
Secaucus, New Jersey 07094

**Panasonic Sales Company,  
Division of Matsushita Electric of  
Puerto Rico, Inc**

Ave 65 de Infanteria, Km 9.5, San Gabriel  
Industrial Park, Carolina, Puerto Rico 00985

## PANASONIC Facsimile Products Limited Warranty

In the event of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "the warrantor"), will repair this product with new or refurbished parts, free of charge, in the USA or Puerto Rico for 6-month limited warranty from the date of original purchase

**This Limited Warranty Excludes both Labor and Parts for** batteries, antennas, ink film, toner cartridge, drum unit, ink cartridge and cosmetic parts (cabinet)

Carry-in or mail-in service in the USA can be obtained during the warranty period by contacting a Panasonic Services Company (PASC) Factory Servicenter listed in the Servicenter Directory. Or call, toll free, 1-800-HELP-FAX (1-800-435-7329) to locate a PASC Factory Servicenter. Carry-in or mail-in service in Puerto Rico can be obtained during the warranty period by calling the Panasonic Sales Company telephone number listed in the Servicenter Directory.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty service is rendered.

This warranty only covers failures due to defects in material or workmanship which occur during normal use. The inability of this product to interface with any specific computer is not a manufacturing defect and is outside of the scope of this Limited Warranty. In no event shall the warrantor be liable by reason of such incompatibility. The warranty does not cover damages which occur in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accident, misuse, abuse, neglect, mishandling, faulty installation, misapplication, set-up adjustments, improper operation or maintenance, alteration, modification, power line surge, improper voltage supply, lightning damage, signal reception problems, rental use of the product, or service by anyone other than a PASC Factory Servicenter or a PASC authorized Servicenter, or damage that is attributable to acts of God.

### LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

THE WARRANTOR SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY. ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions or limitations may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the warranty period, you may contact your dealer or Servicenter. If the problem is not handled to your satisfaction, then write to the Customer Satisfaction Center at the company address indicated above.

### **For product service**

- Servicenters are listed on next page
- Call toll-free 1-800-HELP-FAX (1-800-435-7329) for the location of an authorized servicenter

### **For out of warranty technical support**

- After the warranty has expired, please contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262) for support on a fee basis

### **When you ship the product**

- Carefully pack your unit, preferably in the original carton
- Attach a letter, detailing the symptom or problem, to the outside of the carton
- Send the unit to an authorized servicenter, prepaid and adequately insured
- Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales offices. These locations do not repair consumer products

## Servicenter directory

To obtain technical support within the warranty period or product service, please contact: 1-800-HELP-FAX (1-800-435-7329), Monday-Friday 9am-8pm EST.

To obtain continued technical support after the warranty has expired, please contact: 1-900-555-PANA (1-900-555-7262) for support on a fee basis.

Web Site: [www.panasonic.com](http://www.panasonic.com)

(for customers in the USA or Puerto Rico ONLY)

You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.

### Factory Servicenter Locations

<b>CALIFORNIA</b> 6550 Katella Avenue Cypress, CA 90630  800 Dubuque Avenue S San Francisco, CA 94080  3878 Ruffin Road Suite A San Diego, CA 92123  <b>FLORIDA</b> 3700 North 29 <sup>th</sup> Avenue Suite 102 Hollywood, FL 33020	<b>GEORGIA</b> 8655 Roswell Road Suite 100 Atlanta, GA 30350  <b>ILLINOIS</b> 9060 Golf Road Niles, IL 60714  1703 North Randall Road Elgin, IL 60123 (Pick-up / Drop-off only)  <b>MASSACHUSETTS</b> 60 Glacier Drive Suite G Westwood, MA 02090	<b>MINNESOTA</b> 7850-12 <sup>th</sup> Avenue South Airport Business Center Bloomington, MN 55425  <b>OHIO</b> 2236 Waycross Road Civic Center Plaza Forest Park, OH 45240  <b>PENNSYLVANIA</b> 2221 Cabot Blvd West Suite B Langhorne, PA 19047	<b>TEXAS</b> 13615 Welch Road Suite 101 Farmers Branch, TX 75244  <b>WASHINGTON</b> 20425-84 <sup>th</sup> Avenue South Kent, WA 98032  <b>HAWAII</b> 99-859 Iwawwa Street Aiea, Hawaii 96701 Phone (808) 488-1996 Fax (808) 486-4369
---	---	---	---

### Service in Puerto Rico

Matsushita Electric of Puerto Rico, Inc. Panasonic Sales Company / Factory Servicenter:  
Ave. 65 de Infantería, Km. 9.5, San Gabriel Industrial Park, Carolina, Puerto Rico 00985  
Phone (787) 750-4300 Fax (787) 768-2910

## Technical data about this product

■ **Base unit**

<b>Applicable lines:</b>	Public Switched Telephone Network
<b>Document size:</b>	Max 216 mm (8½") in width / Max 600 mm (23½") in length
<b>Effective scanning width</b>	208 mm (8¼")
<b>Effective printing width</b>	208 mm (8¼")
<b>Transmission time*</b>	Approx 9 s/page (Original mode)**
<b>Scanning density</b>	Horizontal 8 pels/mm (203 pels/inch) Vertical 3 95 lines/mm (98 lines/inch) –STANDARD 7 7 lines/mm (196 lines/inch) –FINE/PHOTO 15 4 lines/mm (392 lines/inch) –SUPER FINE
<b>Halftone level</b>	64-level
<b>Scanner type</b>	Contact Image Sensor (CIS)
<b>Printer type:</b>	Thermal Transfer on plain paper
<b>Data compression system</b>	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
<b>Modem speed:</b>	14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps, Automatic Fallback
<b>Operating environment</b>	5 °C – 35 °C (41 °F – 95 °F), 20% – 80% RH (Relative Humidity)
<b>Dimensions (H x W x D)</b>	Approx 199 mm x 384 mm x 282 mm (7 <sup>27</sup> / <sub>32</sub> " x 15 <sup>1</sup> / <sub>8</sub> " x 11 <sup>3</sup> / <sub>32</sub> " )
<b>Mass (Weight)</b>	Approx 3 3 kg (7 3 lb )
<b>Power consumption:</b>	Standby Approx 7 6 W Transmission Approx 22 W Reception Approx 43 W (When receiving a 20% black document) Copy Approx 45 W (When copying a 20% black document) Maximum Approx 135 W (When copying a 100% black document)
<b>Power supply*</b>	120 V AC, 60 Hz
<b>Fax memory capacity</b>	Approx 25 pages of memory transmission Approx 28 pages of memory reception (Based on the ITU-T No. 1 Test Chart in standard resolution )
<b>Voice memory capacity***:</b>	Approx 18 minutes of recording time including greeting messages

### ■ Handset

<b>Operating environment:</b>	5 °C – 35 °C (41 °F – 95 °F), 20% – 80% RH (Relative Humidity)
<b>Dimensions (H x W x D):</b>	Approx 37 mm x 58 mm x 237 mm (1 <sup>15</sup> / <sub>32</sub> " x 2 <sup>9</sup> / <sub>32</sub> " x 9 <sup>11</sup> / <sub>32</sub> " )
<b>Mass (Weight)</b>	Approx 228 g (0.5 lb )
<b>Power supply</b>	Ni-Cd battery (3.6 V, 850 mAh)
<b>Frequency</b>	2 4015 – 2 4705 GHz (24 channels)
<b>Security codes.</b>	1,000,000

- \* Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the other party's machine
- \*\* Transmission speed is based upon the ITU-T No. 1 Test Chart and original mode  
If the capability of the other party's machine is inferior to your unit, the transmission time may be longer
- \*\*\* Recording time may be reduced by the calling party's background noise

**Note:**

- Any details given in these instructions are subject to change without notice
- The pictures and illustrations in these instructions may vary slightly from the actual product

ITU-T No. 1 Test Chart

[illegible]

## ■ Paper specifications

Recording paper size:	Letter	216 mm x 279 mm (8½" x 11")
	Legal	216 mm x 356 mm (8½" x 14")
	A4	210 mm x 297 mm (8¼" x 11⅞")

### Note:

- Do not use the following types of paper
  - Paper with a cotton and/or fiber content that is over 20%, such as letterhead paper or paper used for resumes
  - Extremely smooth or shiny paper, or paper that is highly textured
  - Coated, damaged or wrinkled paper
  - Paper with irregularities, such as tabs or staples
  - Paper which has dust, lint or oil stains
  - Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes, near 200 °C (392 °F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage
  - Moist paper
- Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if miss-feeding occurs
- For proper feeding and best print quality, we recommend using long-grained paper
- Do not use paper of different types or thickness at the same time. This may cause a paper jam
- Avoid double-sided printing
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location

## Program index

### Basic features

Code	Feature name	
#01	Date and time	15
#02	Your logo	16
#03	Your facsimile telephone number	18
#04	Sending report	39, 68
#06	TAD/FAX ring setting	54, 68
#06	FAX ring setting	68
#10	Recording time for an incoming message	69
#11	Remote operation ID	69
#13	Dialing mode	69
#16	Paper size	69
#17	Ringer pattern	21, 69

### Advanced features

Code	Feature name	
#22	Journal report	39, 70
#23	Overseas mode	70
#25	Delayed transmission	70
#26	Caller ID list	31, 70
#30	Silent fax ring setting	48, 49, 71
#31	Ring detection	51
#34	Quick scan	39, 52, 71

### Advanced features (cont.)

Code	Feature name	
#36	Receiving reduction	71
#39	Display contrast	71
#41	Remote fax activation code	50, 72
#42	Message alert	72
#43	Recording time alert	72
#44	Fax receiving alert	72
#46	Friendly reception	46, 73
#47	Fax voice guidance	73
#51	Mailbox 1 password	73
#52	Mailbox 2 password	73
#54	Greeting time	73
#55	Mailbox 1 greeting	63
#56	Mailbox 2 greeting	63
#60	Message transfer	66, 74
#61	Message transfer greeting message	74
#67	Incoming message monitor	74
#70	Pager call	50
#76	Connecting tone	75
#77	Auto answer	75
#78	TEL/FAX ring setting	48, 49, 75
#80	Reset advanced features	75

## Index

<b>A</b>	Accessories	8	Copy	52	
	(A4 paper guide)	13	(Collation)	53	
	(Belt clip)	19	(Enlarge)	53	
	(Paper tray)	13	(Reduce)	53	
	Advanced features	70–75	<b>D</b>	Date and time (Feature #01)	15, 68
	Alert			Delayed transmission (Feature #25)	70
	(Memory reception)(Feature #44)	72		Dialing mode (Feature #13)	69
	(Message)(Feature #42)	72		Directory	
	(Recording time)(Feature #43)	72		(Making a phone call)	30
	Auto Answer setting (Feature #77)	75		(Selecting characters)	17, 26
<b>B</b>	Basic features	68, 69		(Sending faxes)	40
	Battery			(Storing)	26, 27
	(Charging)	20		Display	
	(Life)	20		(Contrast)(Feature #39)	71
	(Replacing)	85		(Error messages)	77, 78
	Broadcast sending report	43		Distinctive ring service	
	Broadcast transmission	41		(Feature #31)	51, 71
	Buttons			Document size	39
	(AUTO ANSWER)	46–48, 54	<b>E</b>	Error messages	76–78
	(CALLER ID)	33		Extension telephone	49, 50
	(CALL WAIT)	31	<b>F</b>	Facsimile telephone number	
	(CH)	22		(Feature #03)	18, 68
	(CLR)	34		Fax activation code	
	(Delete)	17		(Feature #41)	50, 72
	(DIGITAL SP-PHONE)	22, 37		Fax auto redial	40
	(ERASE)	56, 57		FAX ONLY mode	47
	(EXIT)	32		Fax receiving	44, 45
	(FAX RECEIVE)	46		Fax voice guidance (Feature #47)	39, 73
	(HELP)	9		Friendly reception (Feature #46)	46, 73
	(Insert)	17	<b>G</b>	Greeting message	
	(INTERCOM)	24, 25		(Message transfer)(Feature #61)	66, 74
	(LOCATOR/INTERCOM)	24, 25		(TAD/FAX)	54–56
	(QUICK)	57		(TEL/FAX)	48, 49, 55, 56
	(REDIAL)	38		(Voice mailbox)(Feature #55, #56)	63, 73
	(SLOW)	57	<b>H</b>	Handset locator	24
<b>C</b>	Call counter	57		Headset	19
	Caller ID	31		Help	9
	(Calling back)	32, 33	<b>I</b>	Incoming message monitor	
	(Storing)	36		(Feature #67)	74
	Caller ID list (Feature #26)	31, 70		Ink film	11, 12
	Caller's recording time (Feature #10)	69	<b>J</b>	Jams	
	Character table	17, 26		(Document)	85
	Cleaning	86, 87		(Paper)	84
	Communication messages	76		Journal report (Feature #22)	39, 70
	Connecting tone (Feature #76)	75			
	Connections	14			

<b>L</b>	Logo (Feature #02)	16, 68		
<b>M</b>	Memory reception	46		
	Message alert (Feature #42)	72		
	Message transfer (Feature #60)	66, 74		
<b>O</b>	Overseas mode (Feature #23)	70		
<b>P</b>	Pager call (Feature #70)	50, 75		
	Paper size (Feature #16)	69		
	Power failure	83		
<b>Q</b>	Quick scan (Feature #34)	39, 52, 71		
<b>R</b>	Receiving alert (Feature #44)	72		
	Receiving reduction (Feature #36)	71		
	Receiving setting	44, 45		
	Recording			
	(Greeting message)	55, 63, 66		
	(Memo message)	56, 64		
	Recording paper	13		
	Recording paper size	93		
	Recording time alert (Feature #43)	72		
	Recording time for TAD/FAX greeting message (Feature #54)	73		
	Remote operation card	59, 60		
	Remote operation ID (Feature #11)	69		
	Reports			
	(Broadcast programming)	88		
	(Broadcast sending)	43		
	(Caller ID)	31, 88		
	(Journal)	39, 88		
	(Power down)	83		
	(Printer test)	88		
	(Sending)	39		
	(Setup)	88		
	(Telephone number)	88		
	Reset (Feature #80)	75		
	Resolution	38, 52		
	Ring detection (Feature #31)	51, 71		
	Ring setting			
	(FAX ONLY)(Feature #06)	68		
	(Silent fax)(Feature #30)	71		
	(TAD/FAX)(Feature #06)	68		
	(TEL/FAX)(Feature #78)	75		
	Ringer pattern (Feature #17)	21, 69		
<b>S</b>	Sending			
	(Broadcast)	43		
	(Directory)	40		
	(From memory)	39		
	(Manually)	38		
	Sending report (Feature #04)	39, 68		
	Set default (Feature #80)	75		
	Storing			
	(Broadcast)	41		
	(Directory)	26, 27		
<b>T</b>	TAD/FAX mode	54		
	TEL mode	46		
	TEL/FAX mode	48		
	Toll saver	54		
<b>V</b>	Voice contact	37		
	Voice mailbox	62		
	Voice mailbox password			
	(Feature #51, #52)	64, 65		
	Voice time/day stamp	57		
	Volume	21		

## Panasonic FAX ADVANTAGE PROGRAM

***Free peace of mind,  
direct from Panasonic***

**NO EXTRA COST**



- **6-month limited warranty<sup>1</sup>: parts, labor, and toll-free help line<sup>2</sup>**
- **Free replacement<sup>3</sup> and repair program**

### ***The Panasonic Fax Advantage Consumer Service Program***

Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. Included at no extra cost with the purchase of a new and unused Panasonic Fax Machine, the Fax Advantage Program can provide a free replacement unit<sup>3</sup> if your original unit is in need of repair.

#### ***Here's how it works***

- 1 If you have a problem with your fax that you purchased new and unused while it is covered by the period of limited warranty<sup>1</sup>, call our toll-free help-line at 1-800-HELP-FAX<sup>2</sup>.
- 2 Talk to one of our technical experts to diagnose your problem over the phone.
- 3 If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty<sup>1</sup>, we will send a refurbished replacement unit to you by UPS Ground service delivery. The shipping method is upgradable for an extra charge.

A second option available under our limited warranty is to mail-in or carry in your fax to one of our Regional Service centers, where the unit will be repaired and returned to you.

#### ***Instructions***

If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality tested by Panasonic technicians and individually hand inspected before it is shipped to you. You will keep the replacement unit and send the original unit to us in the replacement unit's box. UPS will pick up the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof of purchase must be included with the returned product. Any unit that is replaced by Panasonic and not shipped with proper proof-of purchase by you will be subject to a minimum \$100.00 charge. The original unit must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided. Damage due to improper or

inadequate packing will be charged to you as an out-of-warranty cost. If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure"<sup>5</sup>, we will attempt to provide you with a factory new replacement unit<sup>6</sup>. You must ship a copy of your receipt with your original unit to verify that you purchased the unit within 10 days prior to your 1-800-HELP-FAX call.

#### ***Requirements***

You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to your credit card account at Panasonic's Suggested Retail Price (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out of warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the UPS delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.

- 1 See dealer for limited warranty details.
- 2 After the fax advantage program, contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262) for fee based technical support.
- 3 Replacement unit is refurbished.
- 4 Replacement program is only available in the 50 United States and is subject to limitation at any time without advance notice.
- 5 "Out of box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELP-FAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
- 6 Panasonic reserves the right to send a refurbished unit.

**Panasonic Consumer Electronics  
Company, Division of Matsushita  
Electric Corporation of America**  
One Panasonic Way,  
Secaucus, New Jersey 07094

**Panasonic Sales Company,  
Division of Matsushita Electric of  
Puerto Rico, Inc.**  
Ave. 65 de Infanteria, Km. 9.5  
San Gabriel Industrial Park, Carolina,  
Puerto Rico 00985